

Proposed Rule
LSA Document #13-399

DIGEST

Adds [511 IAC 10.1](#) to provide definitions for teacher licensure and certification. Adds [511 IAC 13](#) to establish standards for accreditation of teacher preparation programs. Adds [511 IAC 14](#) to establish standards for practitioner licenses and license renewal. Adds [511 IAC 15](#) to establish school settings and content areas for licensure. Adds [511 IAC 16](#) to establish procedures for recognition of licenses received under prior rules, procedure and requirements for licensure and permit applications, and procedure for licensure revocation. Adds [511 IAC 17](#) to establish requirements and procedures for workplace specialist licenses. Adds [511 IAC 18](#) to establish requirements and procedures for educational interpreters permits. Adds [511 IAC 19](#) to establish requirements and procedures for school psychologists. Effective 30 days after filing with the Publisher.

[IC 4-22-2.1-5 Statement Concerning Rules Affecting Small Businesses](#)

[511 IAC 10.1](#); [511 IAC 13](#); [511 IAC 14](#); [511 IAC 15](#); [511 IAC 16](#); [511 IAC 17](#); [511 IAC 18](#); [511 IAC 19](#)

SECTION 1. [511 IAC 10.1](#) IS ADDED TO READ AS FOLLOWS:

ARTICLE 10.1. TEACHER TRAINING AND LICENSING

Rule 1. Definitions

[511 IAC 10.1-1-1](#) Definitions

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-19-3](#); [IC 20-24-3](#); [IC 20-28-7.5-1](#); [IC 20-28-11.5](#); [IC 20-29-2-19](#); [IC 20-31-4](#); [IC 20-35-5](#); [IC 20-37-1-1](#); [IC 20-38-1](#); [IC 36-1-7](#)

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

- (1) "Accomplished practitioner license" means a license granted to an applicant under [515 IAC 12-1-1](#).
- (2) "Applicant" means the person or entity that applies for the licenses and permits granted by the board or department under a certain rule.
- (3) "Approved program" means a program that has been approved by the board in accordance with [511 IAC 13-1-1](#).
- (4) "Assessment" means department-approved measurement documenting mastery of state approved standards.
- (5) "Assessment system" means a set of measures that collects and analyzes data on:
 - (A) applicant qualifications;
 - (B) candidate and graduate performance; and
 - (C) unit operations;to evaluate and improve the performance of candidates, the unit, and its programs.
- (6) "Bulletin 400" means the teacher licensure rules that became effective in 1963 and under which applicants could complete licensure requirements until 1982.
- (7) "Certificate of eligibility" means a document issued by a state that specifies the details of a license for which an individual has met all substantive licensure requirements.
- (8) "Compact state" means a state that has entered into the Interstate Compact Agreement for any license with a content area established under [511 IAC 15-6-1](#) through [511 IAC 15-6-35](#).
- (9) "Content area" means the:
 - (A) subject matter an applicant is licensed to teach; or
 - (B) administrative or service function an applicant is licensed to provide.
- (10) "Day" means a calendar day unless otherwise specified.
- (11) "Department" or "department of education" means the Indiana department of education established under [IC 20-19-3](#).
- (12) "Department-approved program" means a transition to teaching program that is not offered by an institution of higher education that has been approved by the department to grant a certificate that

may result in a participant's eligibility for an initial practitioner license.

(13) "Effective teacher" means a teacher who is effective or highly effective under evaluations that meet the components set out in [IC 20-28-11.5](#).

(14) "General education and subject matter concentration" means curriculum that is based on a content area established under [511 IAC 15-6-1](#) through [511 IAC 15-6-26](#). The term does not include curriculum based on professional education and pedagogy.

(15) "Good standing" means an employer did not cancel or suspend the applicant's contract for grounds equivalent to grounds listed under [IC 20-28-7.5-1](#).

(16) "Governing body" means the group responsible for the governance of one (1) of the following:

(A) A school corporation.

(B) A school organized by an interlocal agreement under [IC 36-1-7](#).

(C) A special education cooperative organized under [IC 20-35-5](#).

(D) A cooperating school corporation for vocational education organized under [IC 20-37-1-1](#).

(E) An accredited nonpublic school under [511 IAC 6.1-1-1](#).

(F) A charter school established under [IC 20-24-3](#).

(17) "Initial practitioner license" means a two-year license when granted to an applicant under [515 IAC 8-1-1.1](#) and a five-year license when granted under [511 IAC 14-1-1](#).

(18) "Institution of higher education" means a college or university accredited by at least one (1) of the following:

(A) A state accrediting authority of the college or university's state of origin.

(B) One (1) of the following regional institutional accrediting organizations:

(i) Middle States Association of Colleges and Schools, Commission on Higher Education.

(ii) New England Association of Schools and Colleges, Inc., Commission on Institutions of Higher Education.

(iii) North Central Association of Colleges and Schools, Higher Learning Commission.

(iv) North Central Association of Colleges and Schools, Commission on Accreditation and School Improvement, Board of Trustees.

(v) Northwest Commission on Colleges and Universities.

(vi) Southern Association of Colleges and School, Commission on Colleges.

(vii) Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges.

(viii) Western Association of Schools and Colleges, Accrediting Commission for Senior Colleges and Universities.

(C) The National Council for Accreditation of Teacher Education/Council for the Accreditation of Educator Preparation or its successor.

(19) "Interstate Compact Agreement" means the reciprocity agreement under [IC 20-38-1](#).

(20) "Licensing advisor" means a representative of an institution of higher education who acts as an advisor for, and at the request of, the applicant and who has the authority of the approved program to provide the department with information on the applicant's qualifying degree, approved program completed and, if applicable, evidence of teaching experience.

(21) "Out-of-state applicant" means an applicant who has:

(A) completed a baccalaureate degree from an institution of higher education outside of Indiana; or

(B) a valid license issued by another state.

(22) "Practitioner license" means a license granted to an applicant under [511 IAC 14-3-1](#).

(23) "Professional education and pedagogy" means a curriculum that is based on the art or science of teaching, including, but not limited to, practice, experience, and a curriculum based on scientifically-based reading instruction, differentiation of instruction and teaching methods, cultural competency, instructional technology, classroom and behavioral management, curriculum development, and the psychology of child development, including, but not limited to, the development of exceptional needs students.

(24) "Professional license" means a life-license when issued under Bulletin 400 and is a ten-year license when issued under Rules 46-47.

(25) "Proficient practitioner license" means a license granted to an applicant under [515 IAC 4-2-1](#).

(26) "Provisional license" means a license that was granted to an applicant under Bulletin 400.

(27) "Reading instruction" means instruction on the five (5) components of scientifically-based reading, which includes the following:

(A) Phonics.

(B) Phonemic awareness.

(C) Fluency.

(D) Vocabulary.

(E) Comprehension.

(28) "REPA teacher developmental and content standards", "developmental standards", or "content standards" means the professional standards recognized by the state board of education in 2013.

(29) "Rules 46-47" means the teacher licensure rules that became effective in 1982 and under which applicants could complete licensure requirements until 2006.

(30) "School setting" means the grades for which the license holder is licensed.

(31) "Standard license" is a license that was granted to an applicant under Rules 46-47.

(32) "Student teaching" means a supervised teaching practice occurring near the end of an applicant's approved program.

(33) "Teacher training program" means an institution of higher education that prepares teachers for the workforce.

(34) "Workplace specialist I license" means a two-year license granted to an applicant under [511 IAC 17-3-1](#).

(35) "Workplace specialist II license" means a five-year license granted to an applicant under [511 IAC 17-3-1\(d\)](#) that is equivalent to a practitioner license.

(Indiana State Board of Education; [511 IAC 10.1-1-1](#))

Rule 2. Persons Currently Enrolled in Approved Programs

[511 IAC 10.1-2-1](#) Recognition

Authority: [IC 20-28-2-6](#); [IC 20-28-4](#)

Affected: [IC 20-28](#)

Sec. 1. All persons who have begun an approved teacher preparation program for initial licensure under prior rules and regulations will have until August 31, 2018, to complete the program. Applications for licensure under prior rules, including evidence of successful completion of testing requirements, must be received by the department no later than December 31, 2018.

(Indiana State Board of Education; [511 IAC 10.1-2-1](#))

Rule 3. Transition to Teaching Requirements on Approved Programs

[511 IAC 10.1-3-1](#) Transition to teaching; applicability

Authority: [IC 20-28-2-6](#); [IC 20-28-4](#)

Affected: [IC 20-28-4](#)

Sec. 1. (a) This rule implements and supplements [IC 20-28-4](#).

(b) Each approved program under [511 IAC 13-1-1](#), except approved programs that do not meet the requirements of [IC 20-28-4](#), may offer a transition to teaching program to prepare a qualified person who holds at least a baccalaureate degree to enter the teaching profession through a transition to teaching program.

(c) The transition to teaching program shall include a preparation component to meet Indiana standards for teaching.

(d) Completion of the program and testing requirements as stated under [511 IAC 15-7-1](#) results in eligibility for an initial practitioner license.

(Indiana State Board of Education; [511 IAC 10.1-3-1](#))

[511 IAC 10.1-3-2](#) Definitions

Authority: [IC 20-28-2-6](#); [IC 20-28-4](#)

Affected: [IC 20-28-3](#); [IC 20-28-4-4](#)

Sec. 2. (a) The definitions in this section apply throughout this rule.

(b) "Complete the program" means to be verified by a transition to teaching program as having successfully completed the preparation program.

(c) "Degree" means a degree from a four (4) year institution of higher education.

(d) "Elementary" means a school setting as set forth in [IC 20-28-4-4\(1\)\(B\)](#).

(e) "Eligible person" means a qualified person who meets the admission requirements of the transition to teaching program.

(f) "Enroll" means to do the following:

- (1) Be admitted by a transition to teaching program.
- (2) Register for at least one (1) course in the program.

(g) "Participant" means a person who is enrolled in the preparation program.

(h) "Professional experience" means the experience that occurred through full-time employment in an educational related field or in a field in which the person intends to be licensed.

(i) "Program" means the transition to teaching program under this rule.

(j) "Qualified person" means a person who holds the degree and any professional experience required for the intended license.

(k) "Secondary" means a school setting as set forth in [IC 20-28-4-4\(1\)\(A\)](#).

(l) "Transition to teaching program" means a program under [IC 20-28-4](#) and established under this rule.

(Indiana State Board of Education; [511 IAC 10.1-3-2](#))

[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) Passing the content knowledge assessment prior to admission to a program.
- (3) Has earned a baccalaureate degree with a grade point average of:
 - (A) at least 3.0 on a 4.0 point scale from an institution of higher education; or
 - (B) 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](#))

[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) Passing the content knowledge assessment prior to admission to a program.
- (3) Has earned either of the following:
 - (A) 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.
 - (B) 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 10.1-3-4](#))

[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) Passing the content knowledge assessment prior to admission to a program.
- (3) Has earned either of the following:
 - (A) 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.
 - (B) 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 10.1-3-5](#))

[511 IAC 10.1-3-6](#) Preparation

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-4](#)

Sec. 6. (a) A department-approved transition to teaching program offered by an institution of higher education may offer the course of study as either undergraduate or graduate level. A department-approved program offered by an entity other than an institution of higher education may offer a noncredit hour based certificate.

(b) The qualified person must meet the general admission standards of the approved program for the credit or certificate being awarded.

(c) The course of study may be part of a degree program, but a participant is not required to earn a degree to successfully complete the preparation program.

(d) The preparation shall include the following:

- (1) The course work and field and classroom experiences that prepare the participant to successfully master the developmental standards.
- (2) The performance assessments defined in the approved program assessment system that document mastery of the developmental standards.

(e) Under [IC 20-28-4](#), preparation shall require not more than the following:

- (1) Eighteen (18) credit hours for secondary teaching.
- (2) Twenty-four (24) credit hours for elementary teaching, including at least six (6) credit hours in

reading instruction.

(f) Preparation for P-12 teaching shall require not more than twenty-four (24) credit hours. The department shall provide guidance on the requirements for program design to meet credit hours.

(Indiana State Board of Education; [511 IAC 10.1-3-6](#))

[511 IAC 10.1-3-7](#) Scope of initial practitioner license; application procedures

Authority: [IC 20-28-2-6](#); [IC 20-28-4](#)

Affected: [IC 20-28-4](#)

Sec. 7. (a) A participant who completes the transition to teaching program is eligible for an initial practitioner license.

(b) The department shall issue an initial practitioner license that is restricted to the content area or areas in which the program participant has a degree unless the program participant demonstrates to the department sufficient knowledge in other content areas of the license.

(Indiana State Board of Education; [511 IAC 10.1-3-7](#))

[511 IAC 10.1-3-8](#) Annual report by institution

Authority: [IC 20-28-2-6](#); [IC 20-28-4](#)

Affected: [IC 20-28-4](#)

Sec. 8. (a) Each year, the department will provide institutions with the format for the annual program report integrated within the annual accreditation report by a date determined by the department.

(b) An institution shall submit an annual program report to the department, including the number of participants who have:

- (1) enrolled and are participating only in the preparation program; and
- (2) completed the preparation program.

(c) An institution shall submit any other information as required by federal statute.

(Indiana State Board of Education; [511 IAC 10.1-3-8](#))

SECTION 2. [511 IAC 13](#) IS ADDED TO READ AS FOLLOWS:

ARTICLE 13. ACCREDITATION OF TEACHER PREPARATION PROGRAMS

Rule 1. Preparation of Educators

[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 to 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) 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) Provide an annual state report to the department.

(6) 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 reference. 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 Teaching 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.

(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 administrator: superintendent;
- (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 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 15-6-27](#) 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 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 Orders and Procedures Act ([IC 4-21.5](#)).

(i) The board may revoke 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](#))

[511 IAC 13-1-2](#) Approved program assessment system

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-9-2](#)

Sec. 2. Each teacher preparation program must have an assessment system approved by the board that is in good standing and must implement the following:

- (1) Evaluates the quality of the each approved licensure program's applicants and programs.
- (2) Documents candidates' mastery of content and developmental standards.
- (3) Collects and analyzes data on:
 - (A) applicant qualifications;
 - (B) performance of candidates and graduates; and
 - (C) program operations;for evaluating and improving the programs.

(Indiana State Board of Education; [511 IAC 13-1-2](#))

SECTION 3. [511 IAC 14](#) IS ADDED TO READ AS FOLLOWS:

ARTICLE 14. INITIAL PRACTITIONER AND PRACTITIONER LICENSES

Rule 1. General Provisions

[511 IAC 14-1-1](#) Initial practitioner 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) An initial practitioner license is:

- (1) valid for five (5) years from the date the application is received by the department; and
- (2) equivalent to an initial standard license under [515 IAC 8-1-1.1](#).

(b) An applicant is eligible for an initial practitioner license if the applicant has met one (1) of the following requirements:

(1) Has completed the school setting requirements set forth in one (1) of the following:

(A) [511 IAC 15-1-1](#).

(B) [511 IAC 15-2-1](#).

(C) [511 IAC 15-3-1](#).

(D) [511 IAC 15-4-1](#).

(E) [511 IAC 15-5-1](#).

(2) Is an out-of-state applicant and completed the requirements set forth in [511 IAC 16-2-3](#).

(Indiana State Board of Education; [511 IAC 14-1-1](#))

[511 IAC 14-1-2](#) Application requirements for all licenses issued by the department

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-18-2-22](#); [IC 20-20-31](#); [IC 20-28-3-1](#); [IC 20-28-5](#); [IC 20-28-6](#)

Sec. 2. (a) An initial or renewal application for any license must include the following:

- (1) A completed electronic application approved by the department.
- (2) The fee prescribed by the department, which will be submitted electronically.

(b) All necessary evidence of eligibility, as requested by the department.

(Indiana State Board of Education; [511 IAC 14-1-2](#))

Rule 2. Renewal of Licenses

[511 IAC 14-2-1](#) Definitions

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-3-1](#)

Sec. 1. (a) The definitions in this section apply throughout this rule.

(b) "Administrative license" means a license that includes at least one (1) content area under [511 IAC 15-6-27](#) through [511 IAC 15-6-31](#).

(c) "License renewal report" includes the professional growth plan prepared by the applicant under section 3 of this rule and any other information required by the department to process the application for renewal.

(d) "Professional growth experiences" means professional experiences verified by the building level administrator, supervisor, or department chair as completed, and for license holders who are unemployed by a school, the department of education.

(e) "School services license" means a license that includes a content area established under [511 IAC 15-6-32](#) through [511 IAC 15-6-35](#).

(f) "Supervisor" means the license holder who has direct authority over another license holder.

(Indiana State Board of Education; [511 IAC 14-2-1](#))

[511 IAC 14-2-2](#) Application requirements for renewal of initial practitioner and practitioner license

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-3-1](#)

Sec. 2. (a) An application for renewal of an initial practitioner license must include the following:

- (1) A completed application form approved by the department.
- (2) The renewal fee prescribed by [511 IAC 16-1-2](#) and as established and published by the department.
- (3) Documentation issued by the local governing body and applicant that the requirements of section 3 of this rule have been met.

(b) Applicants for license renewal shall provide all necessary evidence of eligibility.

(Indiana State Board of Education; [511 IAC 14-2-2](#))

[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 initial practitioner license under [511 IAC 14-1-1](#).

(b) The holder of a license under subsection (a) is an applicant for purposes of this rule and shall renew his or her license at the practitioner level for an additional 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.

(c) A professional growth plan is documentation of professional growth experiences. The professional growth plan must include a minimum of ninety (90) 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:

- (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 experiences that improve curriculum knowledge, instructional skill,

classroom management skills, or any other professional growth experiences.

(d) 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 unemployed, the department.

(e) 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 (d).

(f) 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.

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

(Indiana State Board of Education; [511 IAC 14-2-3](#))

[511 IAC 14-2-4](#) Professional growth plan; appeal

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-20-31](#)

Sec. 4. (a) If a building level administrator or immediate supervisor under section 3(d) of this rule refuses to verify professional growth experience points, the applicant may request a review of his or her professional growth points by the superintendent of the entity in which the applicant is employed by submitting a written request for review to the superintendent within fifteen (15) days of the applicant's receipt of the written notice under section 3(e) of this rule.

(b) If a request is made in accordance with subsection (a), the superintendent shall review the determination and provide the applicant and the building level administrator or immediate supervisor with a written decision within five (5) days of the request that:

- (1) refuses to verify; or
- (2) verifies;

the professional growth experience points.

(c) If the superintendent refuses to verify the applicant's professional growth experience points, the applicant may request a review of their professional growth experiences points by the department. The department shall verify or refuse to verify the applicant's professional growth experience points by applying the criteria established by section 3(c) of this rule. The department shall notify the applicant of its decision in writing.

(Indiana State Board of Education; [511 IAC 14-2-4](#))

Rule 3. Practitioner

[511 IAC 14-3-1](#) Practitioner license

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-11.5](#)

Sec. 1. (a) A practitioner license is a renewable five (5) year license.

(b) An applicant is eligible for a practitioner license if the applicant holds an initial practitioner license with a content area established under:

- (1) [511 IAC 15-6-1](#) through [511 IAC 15-6-26](#);
- (2) [511 IAC 15-6-27](#) through [511 IAC 15-6-31](#); or
- (3) [511 IAC 15-6-32](#) through [511 IAC 15-6-35](#);

and completed the professional growth plan requirements of [511 IAC 14-2-3](#).

(Indiana State Board of Education; [511 IAC 14-3-1](#))

[511 IAC 14-3-2](#) Practitioner license; expiration and renewal

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-20-31](#); [IC 20-28](#)

Sec. 2. (a) A practitioner license is valid for five (5) years from the date the application is received by the department.

(b) A practitioner license may be renewed for subsequent five (5) year periods if the applicant meets the requirements of the professional growth plan set forth in [511 IAC 14-2-3](#).

(Indiana State Board of Education; [511 IAC 14-3-2](#))

[511 IAC 14-3-3](#) Applicants are responsible for delay

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-3-1](#)

Sec. 3. An applicant is responsible for any delays in the issuance of a renewal license if the license renewal report is received by the department fewer than thirty (30) days prior to the license's expiration date.

(Indiana State Board of Education; [511 IAC 14-3-3](#))

[511 IAC 14-3-4](#) Incomplete applications

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-3-1](#)

Sec. 4. An incomplete application will not be processed. The applicant is responsible for any delays caused by the submission of an incomplete application.

(Indiana State Board of Education; [511 IAC 14-3-4](#))

SECTION 4. [511 IAC 15](#) IS ADDED TO READ AS FOLLOWS:

ARTICLE 15. SCHOOL SETTINGS AND LICENSE CONTENT AREAS

Rule 1. Elementary

[511 IAC 15-1-1](#) Elementary school setting

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-4](#); [IC 20-28-5-3](#)

Sec. 1. (a) An applicant is eligible for the elementary school setting if the applicant meets the requirements set forth in the following:

- (1) Section 2 of this rule.
- (2) At least one (1) content area set forth in the following:
 - (A) [511 IAC 15-6-8](#) through [511 IAC 15-6-22](#).
 - (B) [511 IAC 15-6-24](#).

- (3) [511 IAC 15-7-1](#).
- (4) [IC 20-28-5-3\(c\)](#).
- (5) [IC 20-28-5-3\(d\)](#).

(b) An applicant who meets the requirements of subsection (a) is eligible for a kindergarten through grade 6 school setting.

(Indiana State Board of Education; [511 IAC 15-1-1](#))

[511 IAC 15-1-2](#) Elementary education curriculum requirements

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-3-1](#); [IC 25-28-5-3](#)

Sec. 2. To be eligible for the elementary school setting set forth in section 1 of this rule, an applicant must successfully meet the developmental and content standards by at least one (1) of the following:

(1) Completed a baccalaureate degree from an institution of higher education that includes the following:

- (A) A minor or concentration in any of the content areas listed in section 1(a)(2) of this rule.
- (B) A major or content area in education from an approved program that includes the following:
 - (i) General education and subject matter concentration that aligns to the REPA teacher standards.
 - (ii) Professional education and pedagogy that aligns to the REPA teacher standards.
 - (iii) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with a teacher who holds a professional, proficient, practitioner, or accomplished practitioner license.

(2) Completed the following requirements:

(A) A noneducation baccalaureate degree from an institution of higher education.

(B) One (1) of the following:

(i) An education minor or concentration from an approved program that includes the following:

(AA) A minimum of ten (10) weeks of full-time student teaching with an effective teacher who holds a professional, proficient, practitioner, or accomplished practitioner license during the later stages of the program.

(BB) Professional education and pedagogy that aligns to the REPA teacher standards for elementary education.

(ii) A transition to teaching program established in [511 IAC 10.1-3](#).

(3) A baccalaureate degree from an institution of higher education and a master of arts in teaching approved by the board in a content area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule.

(Indiana State Board of Education; [511 IAC 15-1-2](#))

Rule 2. Secondary School

[511 IAC 15-2-1](#) Secondary school setting

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-4](#); [IC 20-28-5-3](#)

Sec. 1. (a) An applicant is eligible for the secondary school setting if the applicant meets the requirements set forth in the following:

(1) Section 2 of this rule.

(2) At least one (1) content area set forth in the following:

(A) [511 IAC 15-6-1](#) through [511 IAC 15-6-7](#).

(B) [511 IAC 15-6-10](#).

(C) [511 IAC 15-6-17](#) through [511 IAC 15-6-18](#).

(D) [511 IAC 15-6-20](#).

(E) [511 IAC 15-6-22](#).

(F) [511 IAC 15-6-24](#).

(G) [511 IAC 15-6-26](#).

- (3) [511 IAC 15-7-1](#).
- (4) [IC 20-28-5-3\(c\)](#).
- (5) [IC 20-28-5-3\(d\)](#).

(b) An applicant who meets the requirements of subsection (a) is eligible for grades 5 through 12 school setting.

(Indiana State Board of Education; [511 IAC 15-2-1](#))

[511 IAC 15-2-2](#) Secondary education curriculum requirements

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-4](#); [IC 20-28-5-3](#)

Sec. 2. To be eligible for the secondary school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards by meeting either of the following requirements:

(1) Completed the following:

(A) A baccalaureate degree from an institution of higher education that includes a major or content area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule.

(B) One (1) of the following:

(i) An education minor or concentration from an approved program that includes the following:

(AA) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, practitioner, or accomplished practitioner license.

(BB) Professional education and pedagogy that aligns to the REPA teacher standards for secondary education.

(ii) Completion of a transition to teaching program as set forth in [511 IAC 10.1-3](#).

(2) A baccalaureate degree from an institution of higher education and a master of arts in teaching approved by the board in a content area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule.

(Indiana State Board of Education; [511 IAC 15-2-2](#))

Rule 3. Preschool through Grade 12

[511 IAC 15-3-1](#) P-12 school setting

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#); [IC 25-35.6-1-7](#)

Sec. 1. (a) An applicant is eligible for the P-12 school setting if the applicant completed the requirements set forth in the following:

(1) [511 IAC 15-7-1](#).

(2) Section 2 of this rule.

(3) At least one (1) content area set forth in the following:

(A) [511 IAC 15-6-8](#) through [511 IAC 15-6-12](#).

(B) [511 IAC 15-6-15](#) through [511 IAC 15-6-16](#).

(C) [511 IAC 15-6-21](#).

(D) [511 IAC 15-6-23](#).

(4) [IC 20-28-5-3\(c\)](#).

(5) [IC 20-28-5-3\(d\)](#).

(b) An applicant approved by the department for the P-12 school setting in accordance with subsection (a) is eligible for prekindergarten through grade 12 school settings in the qualifying content area.

(c) An applicant is eligible for the school setting P-12 if the applicant completed a P-12 transition to teaching program under [511 IAC 10.1-3](#).

(d) An applicant for licensure under [511 IAC 5-6-23](#) is eligible for the P-12 school setting if the applicant is licensed as a speech-language pathologist under [IC 25-35.6-1-7](#).

(Indiana State Board of Education; [511 IAC 15-3-1](#))

[511 IAC 15-3-2](#) P-12 curriculum requirements

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#); [IC 25-35.6-1-7](#)

Sec. 2. To be eligible for the P-12 school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards by meeting any one (1) of the following requirements:

(1) Completed the following:

(A) A baccalaureate degree from an institution of higher education that includes a major or content area determined by the department to substantially apply to one (1) of the content areas listed in section 1 of this rule.

(B) One (1) of the following:

(i) An education minor or concentration from an approved program that includes the following:

(AA) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, practitioner, or accomplished practitioner license.

(BB) Professional education and pedagogy that aligns to the REPA teacher standards.

(ii) Completion of a P-12 transition to teaching program as set forth in [511 IAC 10.1-3](#).

(2) A baccalaureate degree from an institution of higher education and a master of arts in teaching approved by the board in a content area determined by the department to substantially apply to a content area listed in section 1 of this rule.

(Indiana State Board of Education; [511 IAC 15-3-2](#))

Rule 4. Early Childhood

[511 IAC 15-4-1](#) Early childhood education setting

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#); [IC 25-35.6-1-7](#)

Sec. 1. (a) An applicant is eligible for the early childhood setting if the applicant meets the requirements set forth in the following:

(1) Section 2 of this rule.

(2) At least one (1) content area set forth in the following:

(A) [511 IAC 15-6-8](#) through [511 IAC 15-6-22](#).

(B) [511 IAC 15-6-24](#).

(3) [511 IAC 15-7-1](#).

(4) [IC 20-28-5-3\(c\)](#).

(5) [IC 20-28-5-3\(d\)](#).

(b) An applicant who meets the requirements of subsection (a) is eligible for a prekindergarten through grade 3 (P-3) school setting.

(Indiana State Board of Education; [511 IAC 15-4-1](#))

[511 IAC 15-4-2](#) Early childhood education curriculum requirements

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#); [IC 25-35.6-1-7](#)

Sec. 2. To be eligible for the early childhood education school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards by at least one (1) of the following requirements:

(1) Completed a baccalaureate degree from an institution of higher education that includes the following:

(A) A minor or concentration in any of the content areas listed in section 1(a)(2) of this rule.

(B) A major or content area in education from an approved program that includes the following:

(i) General education and subject matter concentration that aligns to the REPA teacher standards.

(ii) Professional education and pedagogy that aligns to the REPA teacher standards for early childhood education.

(iii) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, practitioner, or accomplished practitioner license.

(2) Completed the following requirements:

(A) A noneducation baccalaureate degree from an institution of higher education.

(B) An education minor or concentration from an approved program that includes the following:

(i) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, proficient, practitioner, or accomplished practitioner license.

(ii) Professional education and pedagogy that aligns to the REPA teacher standards for early childhood education.

(3) A baccalaureate degree from an institution of higher education and a master of arts in teaching approved by the board in a content area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule.

(Indiana State Board of Education; [511 IAC 15-4-2](#))

Rule 5. Middle School

[511 IAC 15-5-1](#) Middle school setting

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#); [IC 25-35.6-1-7](#)

Sec. 1. (a) An applicant is eligible for the middle school setting if the applicant meets the requirements set forth in the following:

(1) Section 2 of this rule.

(2) At least one (1) content area set forth in the following:

(A) [511 IAC 15-6-18](#).

(B) [511 IAC 15-6-20](#).

(C) [511 IAC 15-6-22](#).

(D) [511 IAC 15-6-24](#).

(3) [511 IAC 15-7-1](#).

(4) [IC 20-28-5-3\(c\)](#).

(b) An applicant who meets the requirements of subsection (a) is eligible for a grade 5 through grade 9 school setting.

(Indiana State Board of Education; [511 IAC 15-5-1](#))

[511 IAC 15-5-2](#) Middle school curriculum requirements

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#); [IC 25-35.6-1-7](#)

Sec. 2. To be eligible for the middle school setting set forth in section 1 of this rule, the applicant must successfully meet the developmental and content standards of either of the following requirements:

(1) Completed the following:

(A) A baccalaureate degree from an institution of higher education that includes a major or content

area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule.

(B) An education minor or concentration from an approved program that includes the following:
(i) A minimum of ten (10) weeks of full-time student teaching during the later stages of the program with an effective teacher who holds a professional, practitioner, proficient, or accomplished practitioner license.

(ii) Professional education and pedagogy that aligns to the REPA teacher standards for middle school education.

(2) A baccalaureate degree from an institution of higher education and a master of arts in teaching approved by the board in a content area determined by the department to substantially apply to a content area listed in section 1(a)(2) of this rule.

(Indiana State Board of Education; [511 IAC 15-5-2](#))

Rule 6. Licensure Content Areas

[511 IAC 15-6-1](#) Business

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 1. (a) If the department determines an applicant meets:

(1) the requirement of [511 IAC 15-2-1](#) to be eligible to teach business; and

(2) all other applicable requirements under this title;

the license shall list "business" as a content area.

(b) The holder of a license with business is eligible to teach business in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-1](#))

[511 IAC 15-6-2](#) Career and technical education: agriculture

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 2. (a) If the department determines an applicant:

(1) meets the requirement of [511 IAC 15-2-1](#) to be eligible to teach career and technical education: agriculture;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in agriculture or one thousand five hundred (1,500) clock hours of supervised work in agriculture under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: agriculture" as a content area.

(b) The holder of a license with career and technical education: agriculture is eligible to teach agriculture in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-2](#))

[511 IAC 15-6-3](#) Career and technical education: business information and technology

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 3. (a) If the department determines an applicant:

(1) meets the requirement of [511 IAC 15-2-1](#) to be eligible to teach career and technical education: business information and technology;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in

business services and technology or one thousand five hundred (1,500) clock hours of supervised work in business services and technology under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: business information and technology" as a content area.

(b) The holder of a license with career and technical education: business services and technology is eligible to teach career and technical education: business information and technology in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-3](#))

[511 IAC 15-6-4](#) Career and technical education: marketing

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 4. (a) If the department determines an applicant:

(1) meets the requirement of [511 IAC 15-2-1](#) to be eligible to teach career and technical education: marketing;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in marketing or one thousand five hundred (1,500) clock hours of supervised work in marketing under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: marketing" as a content area.

(b) The holder of a license with career and technical education: marketing is eligible to teach marketing in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-4](#))

[511 IAC 15-6-5](#) Career and technical education: family and consumer sciences

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 5. (a) If the department determines an applicant:

(1) meets the requirement of [511 IAC 15-2-1](#) to be eligible to teach career and technical education: family and consumer sciences;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in family and consumer sciences or one thousand five hundred (1,500) clock hours of supervised work in family and consumer sciences under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: family and consumer sciences" as a content area.

(b) The holder of a license with career and technical education: family and consumer sciences is eligible to teach family and consumer sciences in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-5](#))

[511 IAC 15-6-6](#) Career and technical education: health science education

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 6. (a) If the department determines an applicant:

(1) meets the requirement of [511 IAC 15-2-1](#) to be eligible to teach career and technical education:

health science education;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in health science or one thousand five hundred (1,500) clock hours of supervised work in health occupations under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: health science education" as a content area.

(b) The holder of a license with career and technical education: health science education is eligible to teach health science education in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-6](#))

[511 IAC 15-6-7](#) Career and technical education: trade and industrial education

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 7. (a) If the department determines an applicant:

(1) meets the requirement of [511 IAC 15-2-1](#) to be eligible to teach career and technical education: trade and industrial education;

(2) has provided proof of at least four thousand (4,000) clock hours of successful employment in trade and industrial education or one thousand five hundred (1,500) clock hours of supervised work in trade and industrial education under an approved teacher education program, or an equivalent combination; and

(3) meets all other applicable requirements under this title;

the license shall list "career and technical education: trade and industrial education" as a content area.

(b) The holder of a license with career and technical education: trade and industrial education is eligible to teach in the specific trade and industrial education content area in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-7](#))

[511 IAC 15-6-8](#) Computer education

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 8. (a) If the department determines an applicant meets:

(1) the requirements under:

(A) [511 IAC 15-1-1](#);

(B) [511 IAC 15-3-1](#);

(C) [511 IAC 15-4-1](#); or

(D) [511 IAC 15-5-1](#);

to be eligible to teach computer education; and

(2) all other applicable requirements under this title;

the license shall list "computer education" as a content area.

(b) The holder of a license with computer education is eligible to teach computer education in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-8](#))

[511 IAC 15-6-9](#) Teachers of English learners

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 9. (a) If the department determines an applicant meets:

(1) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-3-1](#);
- (C) [511 IAC 15-4-1](#); or
- (D) [511 IAC 15-5-1](#);

to be eligible to serve students who are English learners; and

(2) all other applicable requirements under this title;

the license shall list "teachers of English learners" as a content area.

(b) The holder of a license with teachers of English learners is eligible to teach English learners in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-9](#))

[511 IAC 15-6-10](#) Exceptional needs

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 10. (a) If the department determines an applicant meets:

(1) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-2-1](#);
- (C) [511 IAC 15-3-1](#); or
- (D) [511 IAC 15-4-1](#);

to be eligible to serve students with exceptional needs;

(2) the concentration developmental and content standards for:

- (A) "Exceptional Needs; Mild Intervention";
- (B) "Exceptional Needs; Intense Intervention";
- (C) "Exceptional Needs; Blind and Low Vision"; or
- (D) "Exceptional Needs; Deaf and Hard of Hearing"; and

(3) all other applicable requirements under this title;

the license shall list "exceptional needs" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with a content area established under subsection (a) is eligible to teach students with exceptional needs in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-10](#))

[511 IAC 15-6-11](#) Fine arts

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 11. (a) If the department determines an applicant meets:

(1) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-3-1](#); or
- (C) [511 IAC 15-4-1](#);

to be eligible to teach fine arts;

(2) the concentration developmental and content standards for:

- (A) "Fine Arts; Visual Arts";
- (B) "Fine Arts; Vocal and General Music";
- (C) "Fine Arts; Instrumental and General Music"; or
- (D) "Fine Arts; Theater Arts"; and

(3) all other applicable requirements under this title;

the license shall list "fine arts" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with fine arts is eligible to teach in the specific fine arts content area in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-11](#))

[511 IAC 15-6-12](#) World languages

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 12. (a) If the department determines an applicant meets:

(1) the requirements under:

(A) [511 IAC 15-1-1](#);

(B) [511 IAC 15-3-1](#); or

(C) [511 IAC 15-4-1](#);

to be eligible to teach a world language; and

(2) all other applicable requirements under this title;

the license shall list as a content area the specific world language for which the applicant is qualified.

(b) The holder of a license with a content area established under subsection (a) is eligible to teach in the specific language in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-12](#))

[511 IAC 15-6-13](#) Early childhood education

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 13. (a) If the department determines an applicant meets:

(1) the requirements of [511 IAC 15-4-1](#); and

(2) all other applicable requirements under this title;

the license shall list "early childhood education" as a content area.

(b) The holder of a license with the content area of early childhood education is eligible to teach all subjects in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-13](#))

[511 IAC 15-6-14](#) Elementary generalist

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 14. (a) If the department determines an applicant meets:

(1) the requirements of [511 IAC 15-1-1](#); and

(2) all other applicable requirements under this title;

the license shall list "elementary generalist" as a content area.

(b) The holder of a license with a content area of elementary generalist is eligible to teach all subjects in the school setting listed on the license.

(c) If the department determines an applicant who meets the requirements of subsection (a) has a concentration that is substantially equivalent a major or minor, the license shall list the applicable concentration or concentrations.

(Indiana State Board of Education; [511 IAC 15-6-14](#))

[511 IAC 15-6-15](#) High ability education

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 15. (a) If the department determines an applicant:

(1) meets requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-3-1](#);
- (C) [511 IAC 15-4-1](#); or
- (D) [511 IAC 15-5-1](#);

to teach students with high ability;

(2) has met standards for teaching high ability students; and

(3) meets all other applicable requirements under this title;

the license shall list "high ability" as a content area.

(b) The holder of a license with high ability is eligible to teach high ability students in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-15](#))

[511 IAC 15-6-16](#) Health and physical education

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 16. (a) If the department determines an applicant meets:

(1) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-3-1](#); or
- (C) [511 IAC 15-4-1](#);

to be eligible to teach health and physical education; and

(2) all other applicable requirements under this title;

the license shall list "health and physical education" as a content area.

(b) The holder of a license with health is eligible to teach health and physical education in the school setting listed on the license. A water safety instructor's license or its equivalent is required to teach swimming.

(Indiana State Board of Education; [511 IAC 15-6-16](#))

[511 IAC 15-6-17](#) Journalism

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 17. (a) If the department determines an applicant meets:

(1) requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-2-1](#);
- (C) [511 IAC 15-4-1](#); or
- (D) [511 IAC 15-5-1](#);

to be eligible to teach journalism; and

(2) all other applicable requirements under this title;

the license shall list "journalism" as a content area.

(b) The holder of a license with journalism is eligible to:

(1) teach journalism; or

(2) serve as a:

- (A) newspaper advisor; or

(B) yearbook advisor;
in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-17](#))

[511 IAC 15-6-18](#) Language arts

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 18. (a) If the department determines an applicant meets:

(1) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-2-1](#);
- (C) [511 IAC 15-4-1](#); or
- (D) [511 IAC 15-5-1](#);

to be eligible to teach language arts; and

(2) all other applicable requirements under this title;
the license shall list "language arts" as a content area.

(b) The holder of a license with language arts is eligible to teach language arts or speech in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-18](#))

[511 IAC 15-6-19](#) School librarian

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 19. (a) If the department determines an applicant meets:

(1) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-3-1](#); or
- (C) [511 IAC 15-4-1](#);

to be eligible to provide library or media services; and

(2) all other applicable requirements under this title;
the license shall list "school librarian" as a content area.

(b) The holder of a license with school librarian is eligible to provide library or media services in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-19](#))

[511 IAC 15-6-20](#) Mathematics

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 20. (a) If the department determines an applicant meets:

(1) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-2-1](#);
- (C) [511 IAC 15-4-1](#); or
- (D) [511 IAC 15-5-1](#);

to be eligible to teach mathematics; and

(2) all other applicable requirements under this title;
the license shall list "mathematics" as a content area.

(b) The holder of a license with mathematics is eligible to teach mathematics in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-20](#))

[511 IAC 15-6-21](#) Reading

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 21. (a) If the department determines an applicant meets:

(1) the requirements under:

(A) [511 IAC 15-1-1](#);

(B) [511 IAC 15-3-1](#);

(C) [511 IAC 15-4-1](#); or

(D) [511 IAC 15-5-1](#);

to be eligible to teach reading; and

**(2) all other applicable requirements under this title;
the license shall list "reading" as a content area.**

(b) The holder of a license with reading is eligible to teach reading in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-21](#))

[511 IAC 15-6-22](#) Science

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 22. (a) If the department determines an applicant meets:

(1) the requirements under:

(A) [511 IAC 15-1-1](#);

(B) [511 IAC 15-2-1](#);

(C) [511 IAC 15-4-1](#); or

(D) [511 IAC 15-5-1](#);

to be eligible to teach science;

(2) the developmental and content standards for:

(A) "Life Science";

(B) "Physical Science";

(C) "Physics";

(D) "Chemistry"; or

(E) "Earth/Space Science"; and

**(3) all other applicable requirements under this title;
the license shall list "science" and the applicable concentration or concentrations as a content area.**

(b) The holder of a license with science is eligible to teach the science areas of concentration in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-22](#))

[511 IAC 15-6-23](#) Communication disorders

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#); [IC 25-35.6](#)

Sec. 23. (a) If the department determines an applicant:

(1) meets the requirements under [511 IAC 15-3-1](#) to be eligible to serve students with communication disorders;

(2) has successfully completed a master's degree or higher that substantially applies to communication disorders from an institution of higher learning; and
(3) meets all other applicable requirements under this title;
the license shall list "communication disorders" as a content area.

(b) The holder of a license with communication disorders is eligible to serve students with communication disorders in any school setting.

(c) An applicant who is licensed as a speech-language pathologist under [IC 25-35.6](#) shall receive a license with "communication disorders" as a content area.

(Indiana State Board of Education; [511 IAC 15-6-23](#))

[511 IAC 15-6-24](#) Social studies

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 24. (a) If the department determines an applicant meets the following:

(1) the requirements under [511 IAC 15-2-2](#) to be eligible to teach social studies; and

(A) the developmental and content standards for:

- (i) "Economics";
- (ii) "Geographical Perspectives";
- (iii) "Government and Citizenship";
- (iv) "Historical Perspectives";
- (v) "Psychology"; or
- (vi) "Sociology"; and

(B) all other applicable requirements under this title; or

(2) the requirements under:

- (A) [511 IAC 15-1-1](#);
- (B) [511 IAC 15-2-1](#);
- (C) [511 IAC 15-4-1](#); or
- (D) [511 IAC 15-5-1](#);

to be eligible to teach social studies; and

(3) all other applicable requirements under this title;

the license shall list "social studies" and the applicable concentration or concentrations as a content area.

(b) The holder of a license with social studies is eligible to teach in the social studies areas of concentration in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-24](#))

[511 IAC 15-6-25](#) Virtual instruction

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 25. (a) If the department determines an applicant meets:

(1) the standards for virtual instruction to be eligible to provide virtual instruction; and

(2) all other applicable requirements under this title;

the license shall list "virtual instruction" as a content area.

(b) The holder of a license with virtual instruction is eligible to provide virtual instruction in the school setting listed on the license.

(c) The content area of "virtual instruction":

(1) may be added only to an existing valid instructional license; and

(2) shall apply to the school setting listed on the existing license to which it is added.

(Indiana State Board of Education; [511 IAC 15-6-25](#))

[511 IAC 15-6-26](#) Engineering and technology

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 26. (a) If the department determines an applicant meets:

(1) the requirements under:

(A) [511 IAC 15-2-1](#);

(B) [511 IAC 15-3-1](#); or

(C) [511 IAC 15-5-1](#);

to be eligible to teach engineering and technology; and

(2) all other applicable requirements under this title;

the license shall list "engineering and technology" as a content area.

(b) The holder of a license with engineering and technology is eligible to teach engineering and technology in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-26](#))

[511 IAC 15-6-27](#) Building level administrator

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 27. (a) The content area "building level administrator" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the building level administrator's assessment under [511 IAC 15-7-2](#).

(2) Holds an initial, standard, provisional, proficient, or accomplished practitioner license with at least one (1) content area required under:

(A) [511 IAC 15-1-1](#);

(B) [511 IAC 15-2-1](#);

(C) [511 IAC 15-3-1](#);

(D) [511 IAC 15-4-1](#);

(E) [511 IAC 15-5-1](#); or

(F) section 33 of this rule.

(3) Has a minimum of two (2) years experience as a teacher.

(4) Successfully completes an approved program in building level administration.

(5) May obtain a master's degree or higher.

(b) The holder of a license with the content area building level administrator is eligible to serve as a building level administrator in any school setting.

(Indiana State Board of Education; [511 IAC 15-6-27](#))

[511 IAC 15-6-28](#) District level administrator: superintendent

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 28. (a) The content area "district level administrator: superintendent" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the district level administrator's licensure assessment under [511 IAC 15-7-2](#).

(2) Successfully completes the following:

(A) A master's degree or higher at an institution of higher education.

(B) An approved district administrator: superintendent program.

- (3) Holds an initial, standard, provisional, proficient, or accomplished practitioner license with at least one (1) content area required under:
- (A) [511 IAC 15-1-1](#);
 - (B) [511 IAC 15-2-1](#);
 - (C) [511 IAC 15-3-1](#);
 - (D) [511 IAC 15-4-1](#); or
 - (E) [511 IAC 15-5-1](#).
- (4) Has a minimum of two (2) years experience as a teacher.

(b) The holder of a license with the content area district level administrator: superintendent is eligible to serve as an administrator in any school setting.

(Indiana State Board of Education; [511 IAC 15-6-28](#))

[511 IAC 15-6-29](#) District level administrator: director of career and technical education

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 29. (a) The content area "district level administrator: director of career and technical education" shall appear on the license if the department determines the applicant meets the following requirements:

- (1) Successfully completes the district level administrator's licensure assessment under [511 IAC 15-7-2](#).
- (2) Holds one (1) of the following licenses:
- (A) An initial, standard, provisional, proficient, or accomplished practitioner license with at least one (1) of the content areas in career and technical education under sections 1 through 7 and 26 of this rule.
 - (B) A workplace specialist II license with two (2) years of full-time teaching experience in an accredited vocational school in the grade level and vocational content area listed on the license.
 - (C) An administrator's license under sections 27 and 28 of this rule or sections 30 and 31 of this rule.
- (3) Has two (2) years of teaching experience.
- (4) Successfully completes an approved district administrator: director of career and technical education program.
- (5) Obtain a master's degree or, if already degreed, completed additional course work in a district administrator: director of career and technical education program that is approved by the board to offer such a degree.

(b) The holder of a license with the content area district level administrator: director of career and technical education is eligible to serve as an administrator in a career and technical education school in the school setting listed on the license.

(Indiana State Board of Education; [511 IAC 15-6-29](#))

[511 IAC 15-6-30](#) District level administrator: director of curriculum and instruction

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 30. (a) The content area "district level administrator: director of curriculum and instruction" shall appear on the license if the department determines the applicant meets the following requirements:

- (1) Successfully completes the district level administrator's licensure assessment under [511 IAC 15-7-2](#).
- (2) Holds an initial, standard, provisional, proficient, or accomplished practitioner license with at least one (1) content area required under:
- (A) [511 IAC 15-1-1](#);
 - (B) [511 IAC 15-2-1](#);
 - (C) [511 IAC 15-3-1](#);
 - (D) [511 IAC 15-4-1](#); or
 - (E) [511 IAC 15-5-1](#).
- (3) Has a minimum of two (2) years experience as a teacher.

(4) Successfully completes one (1) of the following:

(A) An approved district administrator: director of curriculum and instruction program.

(B) A building level administrator content area under section 27 of this rule.

(5) Obtain a master's degree or, if already degreed, completed additional course work in a district administrator: director of curriculum and instruction program that is approved by the board to offer such a degree.

(b) The holder of the license with a content area district level administrator: director of curriculum and instruction is eligible to serve as an administrator in any school setting.

(Indiana State Board of Education; [511 IAC 15-6-30](#))

[511 IAC 15-6-31](#) District level administrator: director of exceptional needs

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 31. (a) The content area "district level administrator: director of exceptional needs" shall appear on the license if the department determines the applicant meets the following requirements:

(1) Successfully completes the district level administrator's licensure assessment under [511 IAC 15-7-2](#).

(2) Holds an initial, standard, provisional, proficient, or accomplished practitioner license with one (1) of the following:

(A) A content area in exceptional needs under section 10 of this rule or comparable license under prior rules.

(B) A building level administrator content area under section 27 of this rule.

(C) A school psychologist under section 32 of this rule or communication disorders under section 23 of this rule.

(D) Has a minimum of two (2) years experience as a teacher.

(3) Successfully completes an approved district administrator: director of exceptional needs program.

(4) Obtain a master's degree or, if already degreed, completed additional course work in a district administrator: director of exceptional needs program from an institution of higher education that is approved by the board to offer such a degree.

(b) The holder of the license with the content area district level administrator: director of exceptional needs is eligible to serve as an administrator in any school setting.

(Indiana State Board of Education; [511 IAC 15-6-31](#))

[511 IAC 15-6-32](#) School services: school psychologist

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 32. (a) The content area "school services: school psychologist" shall appear on the license if the applicant successfully completed a master's degree from an approved school psychologist program or, if already degreed, has completed additional course work from an approved school psychologist program.

(b) The holder of a license with the content area school services: school psychologist is eligible to serve as a school psychologist in prekindergarten through grade 12, and the setting "P-12" shall appear on the physical license.

(Indiana State Board of Education; [511 IAC 15-6-32](#))

[511 IAC 15-6-33](#) School services: school counselor

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 33. (a) The content area "school services: school counselor" shall appear on the license if the department determines the applicant successfully completes the following:

- (1) A master's degree from an approved school counselor program or, if already degreed, has completed additional course work from an approved school counselor program.
- (2) Successfully completes the school counselor assessment under [511 IAC 15-7-2](#).

(b) The holder of a license with a content area of school services: school counselor is eligible to serve as a school counselor in prekindergarten through grade 12, and the setting "P-12" shall appear on the license.

(Indiana State Board of Education; [511 IAC 15-6-33](#))

[511 IAC 15-6-34](#) School services: school nurse

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 34. (a) The content area school nurse shall appear on the license if the department determines that the applicant as follows:

(1) Successfully meets the following educational requirements:

(A) Receipt of a baccalaureate degree from a program that is accredited by national, regional, or state accrediting boards of higher education through the Council for Higher Education Accreditation, or listed as an accredited program by the U.S. Department of Education.

(B) Registered nurses enrolled in master's programs (RN-MSN) that do not confer bachelor's degrees shall meet the degree requirement upon completion of the graduate program.

(C) Applicants with substantially similar foreign educational degrees must submit validated transcripts with both general academic and professional licensure evaluation reports from an accredited foreign educational credential evaluation service, as those with memberships in the National Association of Credential Evaluation Services (NACES).

(D) Applicants with baccalaureate degrees in fields not related to health, but who hold graduate degrees in health related areas that include substantially similar course work as that required under clause (A), may submit a letter requesting a waiver to the eligibility requirements to the director of licensing.

(2) Meets the following clinical practice (practicum) requirements:

(A) A minimum of one thousand (1,000) hours during the past three (3) years as defined in clauses (B) through (E).

(B) Clinical practice in school nursing means actively employed or contracted to provide a direct or indirect professional contribution to the health and education of students and their families in public or private school settings.

(C) Direct clinical practice in school nursing is defined as involvement in the nursing process in a school setting where the nursing actions and judgments are focused on a particular student, family, school community, or group of students or their families where there is continuing professional responsibility and accountability for the outcomes of these actions.

(D) Indirect clinical practice in school nursing is defined as involvement that:

(i) includes clinical supervision of school nurses, education, and clinical supervision of baccalaureate/master's nursing students in school health, administration of school health services, research, consultation, or other engagement in the field of school nursing that contributes to the specialty's body of knowledge or enhances the quality of school nursing practice;

(ii) entails continuing professional responsibility and accountability for the outcomes of the involvement.

(E) Not eligible as clinical practice in school nursing includes the following:

(i) Substitute nursing in a school, except as a full-time substitute working consecutive days for the required clinical practice hours.

(ii) One-to-one nursing as the nurse's sole responsibility within a school.

(iii) Employment in the direct sales, marketing, or distribution of school nursing-related products or services in pharmaceutical, technology or other school health-related industries.

(iv) Community health screenings.

(v) Work in a camp setting.

(vi) Preceptorship/mentor.

(vii) Jobs unrelated to school nursing.

(3) Obtains a registered nurse's license through the Indiana state board of nursing.

(b) The holder of the content area of school services: school nurse license is eligible to serve as a school nurse in prekindergarten through grade 12 and the setting P-12 shall appear on the physical license. The school services: school nurse licensure is required for anyone serving as the school health services coordinator.

(Indiana State Board of Education; [511 IAC 15-6-34](#))

[511 IAC 15-6-35](#) School services: school social worker

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 35. (a) If the department determines that an applicant successfully completed a master's degree from an approved school social worker program or, if already degreed, has completed additional course work from an approved school social worker program, the content area "school services: school social worker" shall appear on the license.

(b) The holder of the school services: school social worker license is eligible to serve as a school social worker in prekindergarten through grade 12, and the setting "P-12" shall appear on the physical license.

(Indiana State Board of Education; [511 IAC 15-6-35](#))

[511 IAC 15-6-36](#) Temporary superintendent license

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 36. (a) An applicant shall be granted a temporary superintendent license if a governing body submits a written request to the department for a temporary superintendent license on behalf of the applicant. The written request must include the following:

- (1) A content area in accordance with subsection (b).**
- (2) Documentation on the applicant's applicable knowledge or experience.**
- (3) Documentation that the applicant has obtained a master's degree or higher from an accredited institution of higher education.**

(b) The content area for the temporary superintendent license is "district level administrator: superintendent".

(c) The holder of a temporary superintendent license is eligible to serve as a district level administrator: superintendent for all schools prekindergarten through grade 12 under the governing body's jurisdiction.

(d) A temporary superintendent license is valid until the termination or expiration of the applicant's contract with the governing body in subsection (a).

(e) An applicant or governing body is not limited to one (1) temporary superintendent license.

(Indiana State Board of Education; [511 IAC 15-6-36](#))

[511 IAC 15-6-37](#) Temporary building level administrator license

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 37. (a) An applicant shall be granted a temporary building level administrator license if a

governing body submits a written request to the department for a temporary building level administrator license on behalf of the applicant. The written request must include the following:

- (1) A content area in accordance with subsection (b).
- (2) Documentation on the applicant's applicable knowledge or experience.
- (3) Documentation that the applicant holds or is eligible to hold a practitioner license.

(b) The content area for the temporary building level administrator license is "building level administrator".

(c) The holder of a temporary building level administrator license is eligible to serve as a building level administrator in the prekindergarten through grade 12 school setting within the governing body's jurisdiction.

(d) A temporary building level administrator license is valid until the termination or expiration of the applicant's contract with the governing body in subsection (a).

(e) An applicant or governing body is not limited to one (1) temporary building level administrator license.

(Indiana State Board of Education; [511 IAC 15-6-37](#))

Rule 7. Teacher Proficiency Assessment

[511 IAC 15-7-1](#) Test requirements and exemptions

Authority: [IC 20-28-2-6](#); [IC 20-28-5-12](#)

Affected: [IC 20-28-5-3](#)

Sec. 1. (a) To:

(1) demonstrate proficiency in a content area as described in [511 IAC 15-6-1](#) through [511 IAC 15-6-22](#) and [511 IAC 15-6-24](#) through [511 IAC 15-6-31](#); and

(2) be eligible for inclusion of the content area on the license;

an applicant for an initial practitioner license or an applicant for the addition of a content area on an existing license under subsection (e) must obtain at least the minimum acceptable score on a content area assessment under section 2 of this rule.

(b) In addition to the requirements of subsection (a), an applicant for an initial practitioner license with a content area required under:

- (1) [511 IAC 15-1-1](#);
- (2) [511 IAC 15-2-1](#);
- (3) [511 IAC 15-3-1](#);
- (4) [511 IAC 15-4-1](#); or
- (5) [511 IAC 15-5-1](#);

must obtain at least a minimum acceptable score on an assessment established under section 2 of this rule that demonstrates proficiency in pedagogy.

(c) The holder of a license in communication disorders under [511 IAC 15-6-23](#) is not subject to the requirements of subsection (b).

(d) An applicant with a disability that needs to be accommodated during the administration of an assessment is responsible for notifying the testing company of the need for the accommodation when applying to take the assessment.

(e) The holder of any instructional license under this title may add content areas listed in:

- (1) [511 IAC 15-6-1](#) through [511 IAC 15-6-8](#);
- (2) [511 IAC 15-6-11](#) through [511 IAC 15-6-12](#);

(3) [511 IAC 15-6-16](#) through [511 IAC 15-6-22](#);

(4) [511 IAC 15-6-24](#) through [511 IAC 15-6-26](#);

for which the applicant has successfully completed the testing requirements set forth in subsection (a). Applicants for the addition of [511 IAC 5-6-2](#) through [511 IAC 15-6-7](#) (the CTE content areas) must complete the required clock hours of work experience as well as the testing requirement.

(Indiana State Board of Education; [511 IAC 15-7-1](#))

[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 [511 IAC 15-6-1](#) through [511 IAC 15-6-22](#) and [511 IAC 15-6-24](#) through [511 IAC 15-6-29](#);

(2) basic reading, writing, and mathematics; and

(3) 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 comments.

(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 not sooner than ninety (90) days after the date of the final action.

(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](#))

SECTION 5. [511 IAC 16](#) IS ADDED TO READ AS FOLLOWS:

ARTICLE 16. ISSUANCE AND REVOCATION OF VARIOUS LICENSES AND PERMITS

Rule 1. General Provisions

[511 IAC 16-1-1](#) Certificates and licenses issued under prior rules; recognition

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 1. (a) All licenses and certificates issued under the provisions of prior rules governing teacher education and certification shall remain in effect and shall retain the validity and coverage provided by the licenses or certificates. License holders completing requirements for renewals, additions, and conversion to a higher level license shall meet the provisions of this title.

(b) All life licenses issued under prior rules shall continue to be valid for the life of the holder.

(c) All provisional or standard licenses issued under prior rules shall be considered equivalent to the practitioner license.

(d) All persons who have begun an approved teacher preparation program for initial licensure under prior rules and regulations will have until August 31, 2018, to complete the program. Applications for licensure under prior rules, including evidence of successful completion of testing requirements, must be received by the department no later than December 31, 2018.

(e) A license that is valid on the first day of school in the school in which the license holder is employed is considered valid for the duration of that school year.

(Indiana State Board of Education; [511 IAC 16-1-1](#))

[511 IAC 16-1-2](#) Application fees; licensing fund

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-6](#)

Sec. 2. (a) The following actions regarding a license, certificate, or permit shall have nonrefundable application fees:

- (1) Issuance of an original license.
- (2) Renewal.
- (3) Add or delete a license area.
- (4) Conversion to a professional license.
- (5) Substitute certificate.
- (6) Evaluation of a license.
- (7) Evaluation of an out-of-state transcript, per licensing area.
- (8) Duplicate.
- (9) Degree change.
- (10) Permit.

(b) Fees shall be as follows:

- (1) For the substitute teacher permit, all applicable fees shall total sixteen dollars and thirty-two cents (\$16.32).
- (2) Each fee under subsection (a) other than the substitute teacher permit shall be thirty-six dollars and seventy-two cents (\$36.72).

(c) An applicant may combine any two (2) or more actions for renewal, to add a license area, to drop a license area, or for conversion to a professional license in the same application, and pay a fee for only one (1) of the actions.

(d) An applicant may combine any one (1) or more actions for degree change in an application with any one (1) or more actions for renewal, to add a license area, to drop a license area, or for conversion to a professional license, and pay a fee for only one (1) of the actions.

(e) In the event that a fund for fees exists at the time the fees are due, an applicant shall pay the fees to the department, which shall deposit the fees in the licensing fund.

(Indiana State Board of Education; [511 IAC 16-1-2](#))

Rule 2. Application Requirements; Out-of-State Applicant Procedures

[511 IAC 16-2-1](#) Application requirements; Indiana graduates

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#)

Sec. 1. An applicant for an initial practitioner license shall provide the following to the department:

- (1) A completed application according to the process established and published by the department.
- (2) Documentation of passing scores on any required assessments. Each applicant shall request that the testing service send the official score report to the department.
- (3) The established fee for issuance of the license.
- (4) Proof of compliance with [IC 20-28-5-3\(c\)](#).
- (5) [IC 20-28-5-3\(d\)](#).
- (6) Any additional documentation as determined by the department or required by law.

(Indiana State Board of Education; [511 IAC 16-2-1](#))

[511 IAC 16-2-2](#) Application requirements; out-of-state applicants

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-5-3](#)

Sec. 2. An out-of-state applicant for an initial practitioner license shall submit the following materials to the department:

- (1) A completed application according to the process established and published by the department.
- (2) Documentation of passing scores on any required assessments. Each applicant shall request that the testing service send the official score report to the department.
- (3) The established fee for evaluation.
- (4) The established fee for issuance of the license.
- (5) An official transcript from each institution of higher education attended.
- (6) If applicable, a copy of a valid teaching license or a certificate of eligibility issued by another state.
- (7) Any other documentation of eligibility as determined by the department.
- (8) If the applicant has previous experience, documentation of the experience that includes the following:
 - (A) School setting and content area.
 - (B) Dates of employment.
 - (C) Accreditation status of the schools in which the applicant completed his or her teaching experience.
 - (D) Documentation of good standing in each experience.
 - (E) Proof of compliance with [IC 20-28-5-3\(c\)](#).
 - (F) [IC 20-28-5-3\(d\)](#).

(Indiana State Board of Education; [511 IAC 16-2-2](#))

[511 IAC 16-2-3](#) Out-of-state applicants; eligibility; content

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 3. An out-of-state applicant is eligible for an initial practitioner license if the applicant meets the following requirements:

- (1) Successfully completes test requirements under [511 IAC 15-7-2\(a\)](#) or comparable requirements as determined by the department.
- (2) Meets one (1) of the following requirements:
 - (A) Holds a valid license or certificate of eligibility from a compact state and has completed a program approved by the compact state that is required for certification of education personnel in that compact state. The program must require completion of a baccalaureate degree and a supervised field experience.
 - (B) Holds a valid license or certificate of eligibility from a compact state that has agreed to Section III(B)(1) of the Interstate Compact Agreement and the applicant:
 - (i) holds a baccalaureate degree; and
 - (ii) completed an alternative certification program approved by the member state.
 - (C) Holds a bachelor's degree from a teacher education program approved by NCATE/CAEP or its successor, or a state accredited teacher preparation program in good standing.

(Indiana State Board of Education; [511 IAC 16-2-3](#))

[511 IAC 16-2-4](#) Out-of-state teacher applicants; reciprocity

Authority: [IC 20-28-2-6](#); [IC 20-28-5-5](#)

Affected: [IC 20-28](#)

Sec. 4. (a) An out-of-state applicant who does not qualify for a license under section 3 of this rule is eligible for an Indiana reciprocal permit if the applicant holds a valid license or certificate of eligibility issued by another state.

(b) Upon submission of documentation that requirements commensurate to Indiana's requirements have been met, an applicant eligible for a reciprocal permit under this section shall be issued a permit in the:

- (1) content areas of the out-of-state license or certificate of eligibility that are equivalent to Indiana content areas; and
- (2) school settings of the out-of-state license or certificate of eligibility that are equivalent to Indiana school settings.

(c) An initial practitioner license will be issued when all course work and proficiency assessment deficiencies have been corrected.

(d) A reciprocal permit is:

- (1) valid for one (1) year; and
- (2) renewable based on evidence of annual progress toward fulfillment of deficiencies.

(Indiana State Board of Education; [511 IAC 16-2-4](#))

[511 IAC 16-2-5](#) Visiting teacher license

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 5. (a) A visiting teacher license is a three (3) year nonrenewable license.

(b) An applicant is eligible for a visiting teacher license if the:

- (1) applicant provides documentation from the Ministry of Education, or comparable office of the teacher's country of origin, that demonstrates the applicant:
 - (A) is of good moral character;
 - (B) is a citizen of another country who is in the United States or will be entering the United States, and whom an Indiana school corporation has agreed to employ as a teacher;
 - (C) holds the United States equivalent of the bachelor's degree from an accredited institution;
 - (D) has completed curriculum requirements as determined by the department to be equivalent to requirements 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](#);
 - (E) has teaching or related professional experience; and
 - (F) demonstrates English language proficiency;
- (2) employing Indiana school superintendent approves an application for a visiting teacher license; and
- (3) applicant provides the established fee to the department for the issuance of the license.

(c) The license shall include the content area or areas and school setting or settings for which the department determines equivalency under subsection (d).

(d) The department shall determine the equivalent content area or areas and school setting or settings of the visiting teacher license based on one (1) or both of the following:

- (1) The content area or areas and school setting or settings listed on the license issued by another country.

(2) The applicant's curriculum under subsection (b)(1)(D).

(e) This rule does not apply to teachers licensed in another country and employed by accredited Indiana schools through memoranda of understanding between the department and ministries of education of other countries.

(Indiana State Board of Education; [511 IAC 16-2-5](#))

[511 IAC 16-2-6](#) Dual credit teacher

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-11.5](#)

Sec. 6. A teacher holding any license that makes them eligible to teach in a secondary setting may enter into a dual credit agreement with a higher education institution to teach a course for which dual credit may be awarded by that institution, if both of the following conditions are met:

(1) Completes a major of at least thirty-six (36) hours in the subject or a related subject to the area in which they will teach the dual credit course, holds a license for workplace specialist II or its equivalent, or meets the higher education institution's program standard for that course through an alternative route defined by the higher education institution.

(2) At least three (3) prior years of teaching experience.

(Indiana State Board of Education; [511 IAC 16-2-6](#))

[511 IAC 16-2-7](#) Creditable experience for licensing

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 7. (a) The minimum amount of service to be counted as one (1) year of creditable experience shall be the equivalent of one hundred twenty (120) full days acquired during the regular school calendar. A half-year shall be credited for service equivalent to sixty (60) full days or more, but less than one hundred twenty (120), acquired during the regular school calendar. Two (2) half-years of credit may be combined for credit not to exceed one (1) year. Not more than one (1) year of creditable service shall be granted for services rendered within a twelve (12) month period beginning July 1 and ending June 30.

(b) Active military experience shall qualify the holder of a license for extended validation of the license for a period equivalent to the time spent in active duty military service and not exceeding two (2) years providing the military service occurred during the validation period of the initial or practitioner license. Copies of military discharge papers must be submitted to the department to qualify for this extended validation.

(c) For licensure purposes, teaching experience is creditable if it is at the P-12 or postsecondary level at an accredited school or institution.

(Indiana State Board of Education; [511 IAC 16-2-7](#))

Rule 3. License Revocation and Suspension

[511 IAC 16-3-1](#) License revocation, suspension, surrender; authority; grounds; procedures

Authority: [IC 20-28-2-6](#)

Affected: [IC 4-21.5-3](#); [IC 20-28-2](#); [IC 20-28-5-7](#)

Sec. 1. (a) The department may suspend or revoke a license under [IC 20-28-5-7](#) upon the written recommendation of the superintendent of public instruction.

(b) The state superintendent may recommend a period of suspension not to exceed three (3) years.

(c) If the license has not expired by the end of the period of suspension, and the department determines that the license holder has successfully completed all requirements for reinstating the license, the department shall reinstate the license for any remaining period upon the written request of the license holder.

(d) The validity period of a license shall not be extended and any renewal requirements shall not be waived at the time of reinstatement of a license suspended or revoked under subsection (a) or surrendered under subsection (g).

(e) The department may revoke a license under subsection (a) for an indeterminate period of time; provided, however, that the license holder may petition the department for reinstatement at any time subsequent to the passage of three (3) years calculated from the date of revocation.

(f) The department shall accept a license holder's voluntary surrender of the license as a suspended or revoked license under subsection (a).

(g) If, prior to seeking an initial teaching license or the renewal of a teaching license, an applicant has committed an act for which a teaching license may be suspended or revoked, the application may be denied on that basis. The applicant may petition for administrative review of that denial as allowed by [IC 4-21.5-3](#), in which case a hearing, known as a fitness hearing, shall be held to determine the applicant's fitness to hold a teaching license.

(h) An individual who petitions the department for reinstatement of a revoked license and an individual required to participate in a fitness hearing under subsection (h) before receiving an initial practitioner license shall have the burden of proving fitness to hold a license. A petition for reinstatement shall be denied if reinstatement would violate any court order or court-approved agreement. In making a determination of fitness, the department shall consider the following factors:

- (1) The likelihood the conduct or offense adversely affected, or would affect, students or fellow teachers, and the degree of adversity anticipated.
- (2) The proximity or remoteness in time of the conduct or offense.
- (3) The type of teaching credential held or sought by the individual.
- (4) Extenuating or aggravating circumstances surrounding the conduct or offense.
- (5) The likelihood of recurrence of the conduct or offense.
- (6) The extent to which a decision not to issue the license would have a chilling effect on the individual's constitutional rights or the rights of other teachers.
- (7) Evidence of rehabilitation, such as participation in counseling, self-help support groups, community service, gainful employment subsequent to the conduct or offense, and family and community support.

(i) [IC 4-21.5-3](#) shall govern the following proceedings:

- (1) A hearing on the suspension of a license under subsection (a).
- (2) A hearing on the revocation of a license under subsection (e).
- (3) A reinstatement hearing under subsection (f).
- (4) A fitness hearing under subsection (h).

(j) The sanctions provided for under this section are intended to be remedial rather than punitive.

(k) Any proceeding under subsection (j) shall be conducted by an administrative law judge on behalf of the department.

(Indiana State Board of Education; [511 IAC 16-3-1](#))

Rule 4. Permits

[511 IAC 16-4-1](#) Emergency permits

Sec. 1. (a) An emergency permit is valid only for the school year during which it is granted.

(b) To qualify for an emergency permit, the applicant must submit the following:

- (1) An application for an emergency permit approved by an employing school superintendent between July 1 and February 1 of the school year for which the emergency permit is requested but not later than four (4) weeks after the applicant for the emergency permit begins service.
- (2) Documentation from the employing school superintendent certifying an emergency need for the applicant in the content area or areas or the school setting or settings of the request.
- (3) The established fee for issuance of the license.
- (4) The license being renewed, if applicable.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation.
- (7) An official transcript showing successful completion of a baccalaureate degree from an institution of higher education.

(c) The department may grant an applicant with an expired Indiana license a one-time nonrenewable emergency permit for continuing education if the applicant provides documentation that the applicant has not been employed as a full-time or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time during the school year prior to the date of application.

(d) An emergency permit is renewable annually in the same content area or areas or school setting or settings if the applicant provides documentation of progress in pursuit of completion of an approved program for licensure and completion of testing requirements.

(Indiana State Board of Education; [511 IAC 16-4-1](#))

[511 IAC 16-4-2](#) Transition to teaching permit

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-4](#)

Sec. 2. (a) A transition to teaching permit:

- (1) is valid for three (3) years from the date of application; and
- (2) may not be renewed.

(b) To qualify for a transition to teaching permit, the applicant must:

- (1) meet all of the requirements of [IC 20-28-4-5](#);
- (2) be enrolled in an approved teacher preparation program that meets the requirements of [IC 20-28-4-4](#);
- (3) pass the basic skills assessment or an alternative as approved and published by the department and content area assessment prior to admission;
- (4) provide documentation to the department that the applicant is enrolled in an approved transition to teaching program; and
- (5) provide documentation from the school corporation that the school corporation has fulfilled the requirements of [IC 20-28-4-11\(c\)](#).

(c) To obtain a transition to teaching permit, the applicant must submit the following:

- (1) An application for a transition to teaching permit.
- (2) The established fee for issuance of the license.
- (3) An official transcript showing successful completion of a baccalaureate degree from an institution of higher education.
- (4) Documentation from the employing school superintendent certifying the following:
 - (A) A fully certified and highly qualified teacher is not available for the position.
 - (B) The program participant is the best qualified candidate for the position.
- (5) Documentation from the licensing advisor where the program will be completed that the candidate

has enrolled in an approved transition to teaching program in the subject area requested.

(d) Transition to teaching permits are valid for the remainder of the school year if the permit expires on a date after the beginning of the school year.

(e) Upon completion of the transition to teaching program established under [511 IAC 10.1-3](#), an applicant will receive the initial practitioner license recommended by the licensing advisor at the institution of higher education in which the program was completed.

(f) Before receiving the initial practitioner license, the applicant under a transition to teaching permit must complete the testing requirements set forth in subsection (b)(3).

(Indiana State Board of Education; [511 IAC 16-4-2](#))

[511 IAC 16-4-3](#) Substitute teacher 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. 3. (a) A substitute permit is a renewable three (3) year license issued upon application from the Indiana school district superintendent.

(b) A permit may be renewed upon application.

(Indiana State Board of Education; [511 IAC 16-4-3](#))

[511 IAC 16-4-4](#) Substitute teacher permit; 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. 4. (a) An application for a substitute permit must include the following:

- (1) A completed application on the department-approved form.
- (2) The established fee for issuance of the permit.

(b) An incomplete application will not be processed. 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.

(Indiana State Board of Education; [511 IAC 16-4-4](#))

[511 IAC 16-4-5](#) Substitute teacher; eligibility

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

(b) Any person who holds a valid Indiana initial practitioner, practitioner license, proficient practitioner, standard, provisional, professional, and accomplished practitioner license, emergency permit, visiting teacher permit, adjunct teacher permit, reciprocal 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.

(e) The substitute permit is valid only for the requesting school district, unless the school district has a reciprocity plan with another district.

(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.

(Indiana State Board of Education; [511 IAC 16-4-5](#))

[511 IAC 16-4-6](#) Adjunct teacher permit

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-18-2-22](#); [IC 20-20-31](#); [IC 20-28-11.5](#)

Sec. 6. (a) An adjunct teacher permit is a five (5) year renewable license.

(b) An applicant is eligible for an adjunct teacher permit if the applicant:

- (1) teaches or is eligible to teach in an Indiana public school, including a charter school;
- (2) has a bachelor's degree with at least a 3.0 GPA on a 4.0 scale in a content area related to that which the applicant intends to teach; and
- (3) has passed content area licensure assessments required by the department to teach in the area which the applicant intends to teach.

(c) The adjunct teacher permit is renewable after five (5) years upon completion of all of the following:

- (1) The applicant was employed in the P-12 schools for at least three (3) of the five (5) years the permit was valid.
- (2) The applicant received a rating of effective or highly effective in three (3) of the five (5) years of the validity of the permit based on an evaluation that meets the components outline in [IC 20-28-11.5](#).
- (3) The applicant completed the pedagogy component under subsection (d) during the validity of the first five (5) year permit.

(d) An adjunct teacher 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) The adjunct teacher 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. Completion of the pedagogy component must be verified by the provider.

(Indiana State Board of Education; [511 IAC 16-4-6](#))

SECTION 6. [511 IAC 17](#) IS ADDED TO READ AS FOLLOWS:

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](#))

[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](#))

Rule 2. Application Requirements; Experience Requirements

[511 IAC 17-2-1](#) Application requirements

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28-6](#)

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](#))

[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](#))

[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](#))

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:

- (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 be 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](#))

[511 IAC 17-3-2](#) Workplace specialist II license

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-28](#)

Sec. 2. (a) The workplace specialist I license may be converted to a workplace specialist II license when the holder has submitted evidence of the successful completion of the following:

- (1) A workplace specialist teacher training program approved by the department.
- (2) A beginning teacher seminar.
- (3) The beginning workplace specialist teacher assessment.
- (4) A basic skills test.
- (5) An approved PDP in accordance with section 3 of this rule.

(b) The application requirements set forth under [511 IAC 17-2-1](#) 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](#))

[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.
- (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](#))

[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](#))

SECTION 7. [511 IAC 18](#) IS ADDED TO READ AS FOLLOWS:

ARTICLE 18. EDUCATIONAL INTERPRETER PERMIT

Rule 1. Interpreter Permit for the Deaf and Hard of Hearing in Educational Settings

[511 IAC 18-1-1](#) Scope

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-24-7](#); [IC 20-35-5](#); [IC 20-37-1-1](#); [IC 36-1-7](#)

Sec. 1. (a) An interpreter must hold a permit under this article if the interpreter is hired to work with a deaf or hard of hearing student by any one (1) of the following:

- (1) A school corporation.
- (2) A school organized by an interlocal agreement under [IC 36-1-7](#).
- (3) A special education cooperative organized under [IC 20-35-5](#).
- (4) A cooperating school corporation for vocational education organized under [IC 20-37-1-1](#).

- (5) An accredited nonpublic school under [511 IAC 6.1-1-1](#).
- (6) A nonaccredited nonpublic school.

(b) This rule does not apply to certified teachers with endorsement to teach deaf children unless the person is hired by a public or private school to work as an interpreter.

(Indiana State Board of Education; [511 IAC 18-1-1](#))

[511 IAC 18-1-2](#) Definitions

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-19-3](#); [IC 20-24-7](#)

Sec. 2. (a) The definitions in this section apply throughout this rule.

(b) "Board" means the Indiana state board of education.

(c) "Code of ethics" means the rules of professional behavior for interpreters approved by the board.

(d) "Department" or "department of education" means the department of education established under [IC 20-19-3](#).

(e) "Educational interpreter" means a person who meets the requirements of this rule for working in the educational setting.

(f) "EIPA" means the educational interpreter performance assessment offered by the EIPA Diagnostic Center at the Boys Town National Research Hospital, 555 N. 30th St., Omaha, NE 68131.

(g) "Professional growth experiences" means professional experiences verified by the building level administrator, supervisor, or department as completed.

(Indiana State Board of Education; [511 IAC 18-1-2](#))

[511 IAC 18-1-3](#) Educational interpreter permit

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-24-7](#)

Sec. 3. (a) An educational interpreter permit is a renewable two (2) year permit for an interpreter that is hired to work with a deaf or hard of hearing student under section 1 of this rule.

(b) A permit under this section may be renewed in accordance with section 6 of this rule.

(Indiana State Board of Education; [511 IAC 18-1-3](#))

[511 IAC 18-1-4](#) Educational interpreter permit; application

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-24-7](#)

Sec. 4. An applicant for an educational interpreter permit must submit the following:

- (1) A completed application submitted through the online application system.
- (2) A nonrefundable fee submitted through the online application system.

(Indiana State Board of Education; [511 IAC 18-1-4](#))

[511 IAC 18-1-5](#) Educational interpreter permit; eligibility

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-24-7](#)

Sec. 5. (a) An applicant is eligible for the educational interpreter permit if the applicant holds a valid high school diploma or equivalent and:

- (1) successfully passes the EIPA written test and successfully completes the EIPA performance test with a score of 3.5 or above; or**
- (2) is certified as a K-12 educational interpreter by the National Registry of Interpreters for the Deaf.**

(b) An alternative examination shall be allowed if the examination and its passing score are determined by the board to be substantially identical to the EIPA tests.

(Indiana State Board of Education; [511 IAC 18-1-5](#))

[511 IAC 18-1-6](#) Educational interpreter permit; renewal

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-24-7](#)

Sec. 6. (a) An educational interpreter permit may be renewed for a two (2) year period if the applicant submits an application that demonstrates that the requirements of the professional growth plan have been met in accordance with subsection (b).

(b) A professional growth plan is documentation of professional growth experiences. One (1) clock hour of professional development is one (1) professional growth experience point. The professional growth plan must include a minimum of the following:

- (1) Eighteen (18) professional growth experience points in skill development.**
- (2) Eighteen (18) professional growth experience points in at least one (1) of the following seven (7) content areas:**
 - (A) Deaf culture and history.**
 - (B) Language development and acquisition in children.**
 - (C) Child development.**
 - (D) Foundations in interpreting theory and practice.**
 - (E) Code of ethics for educational interpreters.**
 - (F) Principles and practices of special education.**
 - (G) Audiological issues for students and adults.**

(c) To qualify for renewal, completed professional growth experience points must be verified by a building level administrator where the applicant is employed at the time of renewal.

(d) The appropriate corporation-level administrator assigned by the superintendent shall provide written notice to the permit holder of the verification or the refusal to verify made in subsection (c).

(e) If an applicant is not employed by an entity listed under section 1(a) of this rule at the time of renewal, the department shall verify or refuse to verify the applicant's professional growth experience points.

(f) The department shall provide written notice to the permit holder if the department denies a request under subsection (e).

(g) Professional growth points or continuing education units earned prior to June 30, 2011, apply to an applicant's first renewal after July 1, 2011.

(Indiana State Board of Education; [511 IAC 18-1-6](#))

[511 IAC 18-1-7](#) Educational interpreter code of ethics

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-24-7](#)

Sec. 7. (a) In addition to all other requirements of this rule, the applicant for a permit under this rule or the holder of a permit under this rule shall comply with the following code of ethics:

- (1) Interpreters shall keep all assignment-related information strictly confidential.
- (2) Interpreters shall render the message faithfully, always conveying the content and spirit of the speaker, using language most readily understood by the person or persons whom they serve.
- (3) Interpreters shall not counsel, advise, or interject personal opinions.
- (4) Interpreters shall accept assignments using discretion with regard to skill, setting, and the consumers involved.
- (5) Interpreters shall request compensation for services in a professional and judicious manner.
- (6) Interpreters shall function in a manner appropriate to the situation.
- (7) Interpreters shall strive to further knowledge and skills through participation in workshops, professional meetings, interaction with professional colleagues, and reading of current literature in the field.
- (8) Interpreters shall strive to maintain high professional standards in compliance with the code of ethics.

(b) The department may revoke or suspend a permit in accordance with the procedures under [511 IAC 16-3-1](#) for failure to comply with the code of ethics.

(Indiana State Board of Education; [511 IAC 18-1-7](#))

[511 IAC 18-1-8](#) Prior certification

Authority: [IC 20-28-2-6](#)

Affected: [IC 20-24-7](#)

Sec. 8. (a) A permit that is valid on the first day of school in the school in which the permit holder is employed is considered valid for the duration of that school year.

(b) The holder of an educational interpreter certification issued under prior rules is subject to the renewal requirements of section 6 of this rule.

(Indiana State Board of Education; [511 IAC 18-1-8](#))

SECTION 8. [511 IAC 19](#) IS ADDED TO READ AS FOLLOWS:

ARTICLE 19. ENDORSEMENT OF SCHOOL PSYCHOLOGISTS AS INDEPENDENT PRACTICE SCHOOL PSYCHOLOGISTS

Rule 1. General Provisions

[511 IAC 19-1-1](#) Purpose

Authority: [IC 20-28-2-6](#); [IC 20-28-12](#)

Affected: [IC 20-28-12](#)

Sec. 1. The purpose of this article is to:

- (1) establish procedures for the board to follow in the endorsement of school psychologists as independent practice school psychologists; and
- (2) provide criteria for exemptions from endorsement requirements.

(Indiana State Board of Education; [511 IAC 19-1-1](#))

[511 IAC 19-1-2](#) Applicability

Authority: [IC 20-28-2-6](#); [IC 20-28-12](#)

Affected: [IC 25-33](#)

Sec. 2. (a) In order to:

- (1) practice school psychology; and
 - (2) receive an endorsement as an independent practice school psychologist;
- a school psychologist must comply with the requirements of this article.

(b) This article does not apply to a psychologist who is licensed under [IC 25-33](#).

(Indiana State Board of Education; [511 IAC 19-1-2](#))

[511 IAC 19-1-3](#) Definitions

Authority: [IC 20-28-2-6](#); [IC 20-28-12](#)

Affected: [IC 16-19-6](#); [IC 20-28-1-11](#)

Sec. 3. The following definitions apply throughout this article:

- (1) "Developmental center" means any facility that offers developmentally appropriate psychological, educational, social, adaptive, language, or motor skills training or psychoeducational and multidisciplinary diagnostic services to special needs children or developmentally disabled adults.
- (2) "Rehabilitation center" means:
 - (A) a state or privately owned and accredited institution, hospital, or facility offering diagnostic, rehabilitative, or rehabilitative services to children or adults who are cognitively impaired, developmentally delayed, head injured, or learning disabled that is located in Indiana or supported by a hospital located in Indiana and accredited by the joint commission on accreditation of healthcare organizations (JCAHO);
 - (B) a penal or correctional facility operated by the department of correction;
 - (C) an institution operated by the Indiana state department of health under [IC 16-19-6](#); or
 - (D) a private facility offering vocational or diagnostic services to the cognitive disability, developmentally delayed, brain injured, or physically handicapped that is accredited by the council on accreditation of rehabilitation facilities (CARF), JCAHO, or certified by the state.
- (3) "School psychology" has the meaning set forth in [IC 20-28-1-11](#).

(Indiana State Board of Education; [511 IAC 19-1-3](#))

[511 IAC 19-1-4](#) Criteria for endorsement of independent practice school psychologists

Authority: [IC 20-28-2-6](#); [IC 20-28-12](#)

Affected: [IC 20-28-2](#); [IC 25-22.5](#); [IC 25-33](#)

Sec. 4. An individual who applies for an endorsement as an independent practice school psychologist must meet the following requirements:

- (1) Be licensed as a school psychologist by the department.
- (2) Be employed by a:
 - (A) developmental center;
 - (B) state hospital;
 - (C) public or private hospital;
 - (D) mental health center;
 - (E) rehabilitation center;
 - (F) private school; or
 - (G) public school;

at least thirty (30) hours per week during the contract period unless the individual is retired from full-time or part-time employment as a school psychologist or the individual has a medical condition or physical disability that restricts the mobility required for employment in a school setting.

(3) Furnish satisfactory evidence to the board that the applicant has received at least a sixty (60) semester hour master's or specialist degree in school psychology from:

- (A) a recognized institution of higher learning; or
- (B) an educational institution not located in the United States that has a program of study that meets the standards of the board.

(4) Furnish satisfactory evidence to the board that the applicant has demonstrated graduate level

competency through the successful completion of course work and a practicum in the areas of assessment and counseling.

(5) Furnish satisfactory evidence to the board that the applicant has at least one thousand two hundred (1,200) hours of school psychology experience beyond the master's degree level. At least six hundred (600) hours must be in a school setting under the supervision of any of the following:

- (A) A physician licensed under [IC 25-22.5](#).
- (B) A psychologist licensed under [IC 25-33](#).
- (C) A school psychologist licensed under [IC 20-28-2](#).

(6) Furnish satisfactory evidence to the board that the applicant has completed, in addition to the requirements in subdivision (5), at least four hundred (400) hours of supervised experience in identification and referral of mental and behavioral disorders, including at least one (1) hour each week of direct personal supervision by a:

- (A) physician licensed under [IC 25-22.5](#);
- (B) psychologist licensed under [IC 25-33](#); or
- (C) school psychologist endorsed under this article;

with at least ten (10) hours of direct personal supervision.

(7) Furnish satisfactory evidence to the board that the applicant has completed, in addition to the requirements of subdivisions (5) and (6), fifty-two (52) hours of supervision with a physician licensed under [IC 25-22.5](#), a psychologist licensed under [IC 25-33](#), or a school psychologist endorsed under this article that meets the following requirements:

- (A) The fifty-two (52) hours must be completed within at least twenty-four (24) consecutive months but not less than twelve (12) months.
- (B) Not more than one (1) hour of supervision may be included in the total for each week.
- (C) At least nine hundred (900) hours of direct client contact must take place during the total period under clause (A).

(8) Furnish satisfactory evidence to the department that the applicant does not have a conviction for a crime that has a direct bearing on the applicant's ability to practice competently.

(9) Furnish satisfactory evidence to the department that the applicant has not been the subject of a disciplinary action by a licensing or certification agency of any jurisdiction on the grounds that the applicant was not able to practice as a school psychologist without endangering the public.

(10) Pass the examination provided by the department.

(Indiana State Board of Education; [511 IAC 19-1-4](#))

[511 IAC 19-1-5](#) Provision of services on private basis

Authority: [IC 20-28-2-6](#); [IC 20-28-12](#)

Affected: [IC 25-22.5](#); [IC 25-33-1](#)

Sec. 5. (a) A school psychologist who is not employed or excused from employment as described in section 4(2) of this rule shall not provide services on a private basis to a person unless the school psychologist receives a referral from one (1) of the following:

- (1) A developmental center.
- (2) A public school or private school.
- (3) A physician licensed under [IC 25-22.5](#).
- (4) A health service professional in psychology licensed under [IC 25-33-1](#).

(b) A school psychologist who is endorsed under this article shall not provide services on a private basis to a student:

- (1) who attends a school (including a nonpublic school) to which the school psychologist is assigned; or
- (2) whom the school psychologist would normally be expected to serve.

(Indiana State Board of Education; [511 IAC 19-1-5](#))

[511 IAC 19-1-6](#) Disclosure of information

Authority: [IC 20-28-2-6](#); [IC 20-28-12](#)

Affected: [IC 20-28-12](#)

Sec. 6. A school psychologist who is endorsed under this article may not disclose any information acquired from persons with whom the school psychologist has dealt in a professional capacity, except under the following circumstances:

- (1) Trials for homicide when the disclosure related directly to the fact or immediate circumstances of the homicide.
- (2) Proceedings:
 - (A) to determine mental competency; or
 - (B) in which a defense of mental incompetency is raised.
- (3) Civil or criminal actions against a school psychologist for malpractice.
- (4) Upon an issue as to the validity of a document.
- (5) If the school psychologist has the expressed consent of the client or, in the case of a client's death or disability, the express consent of the client's legal representative.
- (6) Circumstances under which privileged communication is lawfully invalidated.

(Indiana State Board of Education; [511 IAC 19-1-6](#))

Rule 2. Exemptions from Endorsement

[511 IAC 19-2-1](#) Criteria for exemption of school psychologists from endorsement

Authority: [IC 20-28-2-6](#); [IC 20-28-12](#)

Affected: [IC 25-22.5](#); [IC 25-33-1](#)

Sec. 1. (a) The state board of education shall exempt an individual from the endorsement requirements of this article if the individual:

- (1) is employed by a:
 - (A) developmental center;
 - (B) state hospital;
 - (C) public or private hospital;
 - (D) mental health center;
 - (E) rehabilitation center;
 - (F) private school; or
 - (G) public school;

at least thirty (30) hours per week during the contract period; and

- (2) furnishes satisfactory evidence to the board that the applicant:
 - (A) has received at least sixty (60) semester hours of graduate level course work in a school psychology program;
 - (B) has at least one thousand (1,000) supervised hours of school psychology;
 - (C) does not have a conviction for a crime that has a direct bearing on the applicant's ability to practice competently;
 - (D) has not been the subject of a disciplinary action by a licensing or certification agency of another jurisdiction on the grounds that the applicant was not able to practice as a school psychologist without endangering the public; and
 - (E) has at least five (5) years of experience as a school psychologist within the ten (10) years preceding the date of application.

(b) Subsection (a)(2) does not apply to a school psychologist who:

- (1) is retired from full-time or part-time employment as a school psychologist; or
- (2) has a:
 - (A) medical condition; or
 - (B) physical disability;that restricts the mobility required for employment in a school setting.

(c) A school psychologist who is not excused from employment as described in subsection (b) or is not employed as described in subsection (a)(2) shall not provide services on a private basis to a person unless the school psychologist receives a referral from one (1) of the following:

- (1) A developmental center.
- (2) A public school or private school.
- (3) A physician licensed under [IC 25-22.5](#).

(4) A health service professional in psychology licensed under [IC 25-33-1](#).

(Indiana State Board of Education; [511 IAC 19-2-1](#))

[Notice of Public Hearing](#)

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