

# 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 20-28-4-6; IC 20-28-5-12; IC 20-28-6

Sec. 1. (a) An initial practitioner license is:

- (1) valid for two (2) years from the date the application is received by the department; and
  - (2) equivalent to an initial standard license pursuant to IC 20-28-5-12 and IC 20-28-4-6.
- (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; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

### 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 20-28-3-1; IC 20-28-5; IC 20-28-6

Sec. 2. 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.
- (3) All necessary evidence of eligibility, as requested by the department.

*(Indiana State Board of Education; 511 IAC 14-1-2; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

## 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 15-6-28 through 511 IAC 15-6-32.

(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 15-6-33 through 511 IAC 15-6-36.

(f) "Supervisor" means the license holder who has direct authority over another license holder. *(Indiana State Board of Education; 511 IAC 14-2-1; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

**511 IAC 14-2-2 Application requirements for renewal of licenses**

Authority: IC 20-28-2-6  
Affected: IC 20-28-3-1

Sec. 2. (a) An application for renewal of an initial practitioner, practitioner, or accomplished 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; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA*)

**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 accomplished practitioner license under 511 IAC 14-4-1.
- (3) An initial practitioner license under 511 IAC 14-1-1.

(b) The holder of a license under subsection (a)(3) may renew his or her license as a practitioner license under 511 IAC 14-3-1 by completing one (1) of the following:

- (1) The requirements of this rule; or
- (2) Completing the beginning teacher residency program under 511 IAC 10.1-4.

(c) The holder of a license under subsection (a)(1) or (a)(2) shall renew his or her license for an additional like 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](http://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.

(d) A professional growth plan is documentation of professional growth experiences.

(e) For practitioner license under 511 IAC 14-3-1 and an accomplished practitioner license under 511 IAC 14-4-1, the professional growth plan must include a minimum of ninety (90) professional growth experience points.

(f) For an initial practitioner, the professional growth plan must include a minimum of forty (40) professional growth experience points.

(g) 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.

(h) 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 not employed in a school setting, the department.

(i) 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).

(j) 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.

(k) The department shall provide written notice to the license holder if the department denies a request under subsection (j). *(Indiana State Board of Education; 511 IAC 14-2-3; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

#### **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; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

#### **511 IAC 14-2-5 Applicants are responsible for delay**

Authority: IC 20-28-2-6

Affected: IC 20-28-3-1

Sec. 5. 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 14-2-5; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

### 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 meets the following requirements:

(1) Holds an initial practitioner license with a content area established under:

(A) 511 IAC 15-6-1 through 511 IAC 15-6-23; or

(B) 511 IAC 15-6-25;

(C) 511 IAC 15-6-27 through 511 IAC 15-6-36.

(2) Provides documentation of completion of one (1) of the following:

(A) The professional growth plan requirements of 511 IAC 14-2-3; or

(B) A beginning teacher residency program.

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

*(Indiana State Board of Education; 511 IAC 14-3-1; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

#### 511 IAC 14-3-2 Practitioner license; expiration and renewal

Authority: IC 20-28-2-6

Affected: 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; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

### Rule 4. Accomplished Practitioner License

#### 511 IAC 14-4-1 Accomplished practitioner license

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 1. (a) An accomplished practitioner license is a renewable license that may be issued to the holder of a practitioner license if the following requirements are met:

(1) The license includes a content area established under:

(A) 511 IAC 15-6-1 through 511 IAC 15-6-23;

(B) 511 IAC 15-6-25; or

(C) 511 IAC 15-6-27 through 511 IAC 15-6-36.

(2) The applicant meets one (1) of the following:

(A) For an instructional license, the applicant holds a master's degree or higher from an institution of higher learning that substantially applies as determined by the department to the content area.

(B) For licenses with content areas 15-6-28 through 15-6-32 [511 IAC 15-6-28 through 511 IAC 15-6-32], the applicant submits evidence to the department of completing a total of sixty (60) graduate hours of course work completed in an approved program of school administration.

(C) The applicant submits evidence of completing National Board Certification.

(3) The applicant has a minimum of two (2) years of experience in the teaching, administrative, or student service area of the practitioner license.

(b) The accomplished practitioner license:

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(1) is valid for ten (10) years from the date the application is received by the department; and

(2) may be renewed for a ten (10) year period if the applicant meets the renewal requirements under 511 IAC 14-2-3.

*(Indiana State Board of Education; 511 IAC 14-4-1; filed Nov 18, 2014, 3:51 p.m.: 20141217-IR-511130399FRA; readopted filed Dec 1, 2020, 1:48 p.m.: 20201230-IR-511200548RFA)*

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