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TITLE 515 PROFESSIONAL STANDARDS BOARD

Proposed Rule LSA Document #02-8

DIGEST

Adds 515 IAC 4 to establish the process whereby a teacher obtains an initial practitioner license, a proficient practitioner license, or an accomplished practitioner license. In addition, it establishes the procedure whereby a substitute teacher obtains a teaching permit. All of these licenses are required for teaching in an accredited school in Indiana. Effective 30 days after filing with the secretary of state.

515 IAC 4

SECTION 1. 515 IAC 4 IS ADDED TO READ AS FOLLOWS:

ARTICLE 4. PROFESSIONAL EDUCATOR LICENSE TEACHERS

Rule 1. General Provisions; Definitions

515 IAC 4-1-1 Introduction

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 1. The purpose of this article is to define how teachers must obtain an initial practitioner license and a proficient practitioner license, and how they may obtain an accomplished practitioner license. This article replaces 515 IAC 1-5. (*Professional Standards Board; 515 IAC 4-1-1*)

515 IAC 4-1-2 Definitions

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 2. The following definitions apply throughout this rule:

(1) "Assessment" means any of the following:

(A) A portfolio assessment, if one has been approved by the board for the relevant licensing area.

(B) If no portfolio assessment has been approved by the board for the relevant licensing area, an alternative assessment or experience approved by the board.

(C) Any general assessments of professional teaching knowledge and performance related to standards-based teaching as the board may, by rule, require.

(2) "Assessment plan" means that portion of the professional development plans adopted as part of the school improvement activities governed by IC 20-1-1-6.5 and 515 IAC 1-3-1.

(3) "Assessment program" is equivalent to the beginning teacher assessment program.

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

(A) holds a teaching credential (other than a substitute teaching credential) issued by the board;

(B) is employed as a teacher by a school corporation under a contract described in IC 20-6.1-4, or by an accredited nonpublic school (511 IAC 6.1-1-1);

(C) has not successfully completed a beginning teacher internship program prior to July 1, 2002, the required assessments under this rule, or an equivalent out-of-state assessment; and

(D) has less than two (2) years of creditable teaching experience outside Indiana as defined by rule adopted

by the board.

(5) “Beginning teacher assessment program” or “BTAP” refers to the process outlined in this rule by which a teacher holding an initial practitioner license may obtain a proficient practitioner license.

(6) “Board” refers to the professional standards board.

(7) “Designated teacher” means the teacher primarily identified by the school to have primary academic responsibility for:

(A) the class; or

(B) delivery of services specific to the license.

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

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

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

(10) “First assessment year” means either:

(A) for a beginning teacher who begins teaching in an Indiana public or accredited nonpublic school at the start of the school year, the first year of teaching; or

(B) for a beginning teacher who begins teaching in an Indiana public or accredited school midway through the school year, the remaining part of that school year, plus the next full year of teaching.

(11) “Mentor” means a person who is assigned under 515 IAC 4-3-9.

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

(13) “Representative” means an individual who is authorized to represent an individual who is unable to deliver materials under 515 IAC 4-3-6.

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

(15) “Standards-based teaching” means teaching based on the standards adopted by the board.

(16) “Teaching credential” means a license or permit.

(Professional Standards Board; 515 IAC 4-1-2)

515 IAC 4-1-3 Initial practitioner license equivalency

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 3. The initial practitioner license as used in this rule is equivalent to the initial standard license under IC 20-6.1-3. *(Professional Standards Board; 515 IAC 4-1-3)*

515 IAC 4-1-4 Proficient practitioner license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 4. The proficient practitioner license, as used in this rule, is equivalent to a renewed standard license under 515 IAC 1-2-3. *(Professional Standards Board; 515 IAC 4-1-4)*

515 IAC 4-1-5 Accomplished practitioner license equivalency

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 5. The accomplished practitioner license as used in this rule is equivalent to the professional license as defined by 515 IAC 1-2-3 and 515 IAC 1-3-2. *(Professional Standards Board; 515 IAC 4-1-5)*

515 IAC 4-1-6 Obtaining a license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 6. (a) Teachers preparing in Indiana will obtain the initial practitioner license through a certification of successful completion from a teacher preparation program approved under 515 IAC 3. Teachers preparing in another state may obtain the initial practitioner license through a certification of successful completion from a teacher preparation program in that state.

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

(c) A teacher who holds the proficient practitioner license may obtain the accomplished practitioner license through an advanced degree approved by the board or by attaining a certification by the National Board for Professional Teaching Standards that the board recognizes as corresponding to a licensing area in Indiana (515 IAC 1-1-1). (*Professional Standards Board; 515 IAC 4-1-6*)

515 IAC 4-1-7 Nonrenewable license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 7. (a) An initial practitioner license is a nonrenewable two (2) year license issued to a teacher who has successfully completed a preparation program approved under 515 IAC 3, or a program in another state that the board recognizes.

(b) No later than June 30 of each year, the board shall publish a list of those licensing areas for which an initial practitioner license may be obtained. (*Professional Standards Board; 515 IAC 4-1-7*)

515 IAC 4-1-8 Renewable license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 8. (a) A proficient practitioner license is a renewable five (5) year license issued to a teacher who has successfully completed a two (2) year assessment program. A proficient practitioner license may be obtained under 515 IAC 4-3.

(b) No later than June 30 of each year, the board shall publish a list of those licensing areas for which a proficient practitioner license may be obtained. (*Professional Standards Board; 515 IAC 4-1-8*)

515 IAC 4-1-9 Accomplished practitioner license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 9. (a) An accomplished practitioner license is a renewable license for a teacher who holds a proficient practitioner license and who completes either an advanced degree approved by the board or certification by the National Board for Professional Teaching Standards of a teaching area recognized by the board.

(b) The initial term of an accomplished practitioner license is ten (10) years. Upon renewal, the term becomes five (5) years. (*Professional Standards Board; 515 IAC 4-1-9*)

Rule 2. Initial Practitioner

515 IAC 4-2-1 License request

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 1. An initial practitioner license is a nonrenewable two (2) year license issued to a teacher who has not passed the beginning teacher assessment program. An applicant for an initial practitioner license shall submit

to the board an application under section 2 of this rule. (*Professional Standards Board; 515 IAC 4-2-1*)

515 IAC 4-2-2 Application for license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

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

- (1) A completed application form approved by the board.**
- (2) A limited criminal history report from the Indiana state police, dated no earlier than one (1) year prior to the date the application is received by the board.**
- (3) A nonrefundable fee in the form of a cashier's check, certified check, or money order for the amount required under 515 IAC 1-2-19, or by electronic payment if the board accepts fees electronically.**
- (4) Proof of successful completion of written examinations or other procedures required by 515 IAC 1-4-2.**
- (5) Proof of successful completion of a preparation program described in section 3 or 4 of this rule.**

(b) An incomplete application may be returned. The applicant may be required to also submit a new fee as a result of submitting an incomplete application. The applicant is responsible for any delays in license processing caused by the submission of an incomplete application. (*Professional Standards Board; 515 IAC 4-2-2*)

515 IAC 4-2-3 Proof of preparation

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 3. In addition to the materials listed in section 2 of this rule, a graduate of an Indiana preparation program applying for an initial practitioner license must submit a certification of successful program completion from the licensing advisor. The initial practitioner license issued will state the basis for the license as follows:

- (1) An applicant who completes a preparation program prior to the date the program submits a unit assessment system to the board pursuant to 515 IAC 3-1-3 will receive a license indicating compliance with one (1) or more licensing categories defined by 515 IAC 1-1, and will carry a basis of "Rules 46-47".**
- (2) An applicant who became a candidate before July 1, 2002, and who completes a preparation program after the date the program submits a unit assessment system to the board pursuant to 515 IAC 3-3-3, will be recommended for a license that:**

(A) indicates competence in one (1) or more licensing categories defined by the standards adopted by the board, and will carry a basis of "Rules 2002"; and

(B) if the program has elected under 515 IAC 3-3-3 to continue offering courses that allow an applicant to comply with a licensing category under 515 IAC 1-1, and if the applicant completes the required course work prior to July 1, 2006, indicates compliance with one (1) or more licensing categories defined by Rule 1-1, and will carry a basis of "Rules 46-47".

(*Professional Standards Board; 515 IAC 4-2-3*)

515 IAC 4-2-4 Preparation programs outside Indiana

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 4. In addition to the materials listed in section 2 of this rule, graduates of preparation programs outside of Indiana applying for an initial practitioner license shall submit the following:

- (1) An official transcript.**
- (2) One (1) of the following, if applicable to the state or jurisdiction in which the applicant prepared:**
 - (A) If the preparation program is in a National Association of State Directors of Teacher Education and Certification compact state, a compact recommendation.**
 - (B) If the preparation program is not in a compact state or jurisdiction but is in a state or jurisdiction with which Indiana has a reciprocity agreement, a recommendation in a format defined by the agreement.**

(*Professional Standards Board; 515 IAC 4-2-4*)

Rule 3. Proficient Practitioner

515 IAC 4-3-1 How a teacher may obtain a license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 1. (a) The purpose of this rule is to define how a teacher must obtain a proficient practitioner license.

(b) A teacher preparing in Indiana will obtain the proficient practitioner license through the beginning teacher assessment program. A teacher preparing in other states will obtain the proficient practitioner license through assessments or experience designated by the board.

(c) This rule defines the assessment program and what the teacher, the school and its employees, and the board must do to achieve the purposes and goals of the assessment program. (*Professional Standards Board; 515 IAC 4-3-1*)

515 IAC 4-3-2 License

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

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

(b) No later than June 30 of each year, the board shall publish a list of those licensing areas for which an assessment portfolio must be completed, and those licensing areas for which an alternate assessment or experience must be completed.

(c) Each teacher seeking a proficient practitioner license shall complete a portfolio, or alternate assessment or experience, in the second assessment year. The teacher must complete the portfolio or alternate assessment or experience designated by the board for the licensing area in which the teacher is teaching during the time designated by rule.

(d) An applicant for a proficient practitioner license must have completed either the portfolio or alternate assessment or experience within five (5) years of the effective date of the initial practitioner license, except for an applicant in an extended assessment program. (*Professional Standards Board; 515 IAC 4-3-2*)

515 IAC 4-3-3 License application

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 3. (a) An application for a proficient practitioner license must contain the following:

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

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

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

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

(5) The documents required by section 4 or 5 of this rule.

(b) An incomplete application may be returned. The applicant may be required to also submit a new fee as a result of submitting an incomplete application. The applicant is responsible for any delays in license processing caused by the submission of an incomplete application. (*Professional Standards Board; 515 IAC 4-3-3*)

515 IAC 4-3-4 License application; additional requirements

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 4. In addition to the items in section 3 of this rule, an application for a proficient practitioner license from a candidate completing the assessment program in Indiana must contain:

- (1) if a portfolio is required, a completed portfolio, in a format approved by the board;**
- (2) if a portfolio is not required, a completed alternate assessment or documentation of completed experiences, in a format approved by the board; or**
- (3) documentation of the results of any general assessment as required by the board.**

(Professional Standards Board; 515 IAC 4-3-4)

515 IAC 4-3-5 License application; additional requirements for out-of-state applicants

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 5. In addition to the items in section 4 of this rule, an application for a proficient practitioner license from a candidate who has not completed an assessment program in Indiana must contain:

- (1) either proof of:**
 - (A) at least three (3) years of creditable teaching experience in another state; or**
 - (B) completion of an assessment program in another state that the board has recognized as equivalent; or**
- (2) documentation of the results of any general assessment as required by the board under this rule.**

However, if the applicant is licensed in another state, and has passed the same general assessment according to the requirements of that state, and the passing score in that state is lower than the score set by Indiana, the applicant does not have to meet the higher Indiana score. *(Professional Standards Board; 515 IAC 4-3-5)*

515 IAC 4-3-6 Assessment portfolio

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 6. (a) An application containing an assessment portfolio under section 4 of this rule, or documentation of an alternate assessment or experience under section 5 of this rule may be submitted anytime during the second assessment year. No application containing an assessment portfolio may be submitted after May 1 of the second assessment year.

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

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

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

- (1) The extraordinary circumstances that prevent timely completion of the portfolio.**
- (2) Appropriate documentation of the extraordinary circumstances, such as:**
 - (A) medical records or physician's statements in the case of medical situations; or**
 - (B) evidence such as death certificates or court records in the case of family situations or statements from the principal and the superintendent in the case of emergency employment reassignment.**
- (3) A statement of the following:**
 - (A) What work is completed.**
 - (B) What work remains to be completed.**
 - (C) Why completion is impossible in the time remaining.**

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

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

(g) An assessment portfolio completed during an extended assessment program may be submitted upon completion, and will be scored within sixty (60) days of submission to the board, with results reported immediately to the beginning teacher, the principal, and the superintendent. (*Professional Standards Board; 515 IAC 4-3-6*)

515 IAC 4-3-7 Teacher in an assessment program

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 7. In addition to the requirements of section 6 of this rule, this section, and section 8 of this rule, a teacher in an assessment program shall do the following:

- (1) Demonstrate an understanding of the teaching standards that apply to the teacher licensing.
- (2) Demonstrate an understanding of the school improvement plan adopted under IC 20-1-1-6.5.
- (3) Communicate regularly with the assigned mentor according to the school's assessment plan.
- (4) Monitor changes made by the board, if any, in the applicable teaching standards and the assessment program.
- (5) Maintain access to electronic messaging (e-mail) and respond to any inquiries made by the board or under the assessment plan in a timely manner.

(*Professional Standards Board; 515 IAC 4-3-7*)

515 IAC 4-3-8 Support by school and school employees

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 8. A school and its employees shall support a beginning teacher in an assessment program by doing the following:

- (1) Adopting an assessment plan, adopted pursuant to rules adopted under IC 20-1-1-6.5, that meets the needs of the school and its beginning teachers.
- (2) Supporting the beginning teacher and the mentor by allowing adequate time for the beginning teacher and the mentor to communicate about the beginning teacher's work.
- (3) Appointing a mentor who meets the criteria adopted by the board, and any additional criteria in the assessment plan.
- (4) Encouraging participation by the beginning teacher in the support activities required by the professional development plan.
- (5) Monitoring changes made by the board, if any, in the applicable teaching and mentor standards and the assessment program.
- (6) Maintaining access to electronic messaging (e-mail), and responding to any inquiries made by the board or under the assessment plan in a timely manner.
- (7) Accommodating teachers who begin teaching during a school year, for example, at the start of the spring semester or other grading period, by providing support and mentoring activities until the beginning of the next school year, which would qualify as the first assessment year under this rule.

(*Professional Standards Board; 515 IAC 4-3-8*)

515 IAC 4-3-9 Mentor requirements

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 9. A mentor appointed under the beginning teacher assessment program shall do the following:

- (1) Demonstrate an understanding of the teaching standards that apply to the beginning teacher's licensing.

- (2) Demonstrate an understanding of the mentor standards adopted by the board in this subdivision. The mentor:**
- (A) knows and understands exemplary standards-based practice in the classroom;**
 - (B) knows and applies constructive collegial behavior such as appropriate roles of peers, active listening techniques, and modeling professional attributes;**
 - (C) knows own learning and teaching styles, approaches, strengths and weaknesses, and how to reflect on own teaching and learning;**
 - (D) recognizes the linkage of P-12 student academic standards with the corresponding teaching standards for each content and developmental area;**
 - (E) knows the INTASC core standards;**
 - (F) knows strategies for being a constructive observer, such as:**
 - (i) asking appropriate questions for data collection;**
 - (ii) how to access data to foster self-analysis within beginning teachers; and**
 - (iii) improved instructional techniques in the beginning teachers' practices;**
 - (G) knows how to support a beginning teacher in the construction of an induction portfolio that demonstrates standards-based practices;**
 - (H) knows how to recommend and contact resources within the school, the community, the state, and the nation;**
 - (I) knows major areas of research on teaching and of resources available for professional learning;**
 - (J) knows the stages of teacher development and possible affective needs of beginning teachers as they progress through the initial years of teaching;**
 - (K) is committed to allotting time for personal and collegial reflection on practice;**
 - (L) is enthusiastic about being a positive role model, coach, and mentor for beginning teachers;**
 - (M) values the enrichment of learning that comes from the diverse backgrounds, values, skills, talents, and interests and from taking risks;**
 - (N) has the personal attributes of being empathetic, caring, adaptable, and enthusiastic about teaching and learning;**
 - (O) believes that all students can learn and perform at high levels;**
 - (P) values the roles that open communication and trust play in building strong, productive collegial relationships and incorporates confidentiality, nonjudgmental dialogue, and professional integrity into collegial relations;**
 - (Q) believes in education as a profession;**
 - (R) is a positive influence on good morale within a school;**
 - (S) values the opportunities that technology and new methodologies can provide for teaching and student learning;**
 - (T) draws upon colleagues within the school and other professional arenas to support his or her professional development;**
 - (U) pursues professional development opportunities to:**
 - (i) access new content knowledge and instructional methods; and**
 - (ii) incorporate them into relevant learning situations for students;**
 - (V) creates a supportive and reflective environment for:**
 - (i) addressing issues facing a beginning teacher; and**
 - (ii) analyzing teaching and learning;**
 - (W) exemplifies standards-based teaching in the classroom;**
 - (X) supports the beginning teacher in interactions with teachers, administrators, and parents;**
 - (Y) displays a sense of humor, hope, and optimism, high expectations, and an ability to act as a catalyst for the learning of others; and**
 - (Z) exemplifies being a professional educator and a life-long learner.**
- (3) Participate in mentor training activities as determined by the school's assessment plan.**
- (4) Demonstrate an understanding of the school's assessment plan.**
- (5) Communicate regularly with the beginning teacher according to the assessment plan.**
- (6) Encourage participation by the beginning teacher in support activities required by the school's assessment plan.**
- (7) Monitor changes made by the board, if any, in the mentor standards, the applicable teaching standards, and the assessment program.**

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

(Professional Standards Board; 515 IAC 4-3-9)

515 IAC 4-3-10 Board program to certify mentors

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 10. (a) The board shall maintain criteria for programs to prepare, assess, and certify mentors.

(b) The board shall do the following:

- (1) Approve programs to certify mentors based on performance and completion of mentor training programs.**
- (2) Approve such programs so that mentors are certified to serve.**

(c) Beginning with the 2002-2003 school year, to be eligible for payment of a mentor stipend, a mentor must either:

- (1) have completed a mentor training program approved by the board; or**
- (2) be enrolled in a mentor training program approved by the board for which completion will result in certification of the mentor no later than the beginning of the 2004-2005 school year.**

(Professional Standards Board; 515 IAC 4-3-10)

515 IAC 4-3-11 Minimum criteria for mentor

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 11. (a) No later than June 30 of each year, the board shall establish and publish the procedures by which a mentor will receive a mentor stipend.

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

(c) If funds are available, a mentor who has met the minimum criteria shall apply for the mentor stipend in a format approved by the board.

(d) Within thirty (30) days of receipt of an application for payment of a mentor stipend in a format approved by the board, the board shall pay the earned portion of the mentor stipend. *(Professional Standards Board; 515 IAC 4-3-11)*

515 IAC 4-3-12 Extended assessment program

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 12. (a) The board shall no later than the time frame specified in section 6(c) of this rule notify each beginning teacher who did not successfully complete all required assessments of the teacher's eligibility for an extended assessment program. The notice shall also be given to the beginning teacher's principal and superintendent.

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

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

- (1) submitting the statement of intent form to the school; and**
- (2) registering with the board in a format approved by the board.**

Upon receipt of such notice and of the beginning teacher's completed statement of intent form, the school shall

modify its assessment plan to include a personalized program to assist the teacher in completing the extended assessment program.

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

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

(f) A teacher who did not properly apply for a proficient practitioner license and did not properly request an extension of time to apply is not eligible for an extended assessment program. (*Professional Standards Board; 515 IAC 4-3-12*)

515 IAC 4-3-13 Initial practitioner license

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 13. (a) The initial practitioner license shall be valid for one (1) two-year period, which begins no later than the fourth school year after its issue date, in order to ensure completion of the two (2) years of an assessment program within five (5) school years following completion of a preparation program. Delays between the effective date of the initial practitioner license and the first year of the assessment program would have the following effects on later interruptions in service:

(1) A delay of one (1) school year would allow the teacher a total of four (4) remaining years to participate in the two (2) year assessment program.

(2) A delay of two (2) school years would allow the teacher a total of three (3) remaining years to participate in the two (2) year assessment program.

(3) A delay of three (3) school years would allow the teacher two (2) remaining years to participate in the two (2) year assessment program.

(4) A delay of four (4) or more school years would not allow the teacher to participate in an assessment program. An additional assessment and recommendation from a preparing institution would be required to receive a new initial practitioner license.

(b) An interruption of one (1) school year between the first and second years is permitted. Interruptions during the assessment program cannot extend the time limitations in subsection (a). An interruption of more than one (1) school year requires the teacher to repeat the first year.

(c) No interruption is allowed between the second year and an extended assessment program. (*Professional Standards Board; 515 IAC 4-3-13*)

515 IAC 4-3-14 Training programs

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 14. (a) The board must provide training programs for mentor faculty trainers and for scorers of portfolios and alternative assessments.

(b) A mentor who completes an approved mentor training program shall receive a certificate of completion.

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

(d) The board must train a sufficient number of scorers to allow timely scoring of portfolios and alternative assessments. (*Professional Standards Board; 515 IAC 4-3-14*)

515 IAC 4-3-15 Portfolio assessment

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 15. (a) Each portfolio assessment will be required for at least three (3) school years before the board may establish a qualifying score for that portfolio.

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

- (1) the teacher with feedback about teaching knowledge and skills;**
- (2) information to each preparation program about the quality of its preparation of teachers.**

(c) Until a qualifying score is established, the board may score all portfolios completed, or may score a statistically valid sample of completed portfolios. (*Professional Standards Board; 515 IAC 4-3-15*)

Rule 4. Accomplished Practitioner

515 IAC 4-4-1 License

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 1. An accomplished practitioner license is a renewable license for a teacher who:

- (1) holds a proficient practitioner license; and**
- (2) completes either:**
 - (A) an advanced degree approved or recognized by the board; or**
 - (B) certification by the National Board for Professional Teaching Standards of a teaching area recognized by the board.**

(Professional Standards Board; 515 IAC 4-4-1)

515 IAC 4-4-2 Application

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 2. (a) An application for an accomplished practitioner license must contain the following:

- (1) A completed application form approved by the board.**
- (2) A limited criminal history report from the Indiana state police, dated no earlier than one (1) year prior to the date the application is received by the board.**
- (3) A cashier's check, certified check, or money order for the amount required under 515 IAC 1-2-19, or by electronic payment if the board accepts fees electronically.**
- (4) The applicant's proficient practitioner license.**
- (5) Proof in a format approved by the board of successful completion of one (1) of the following:**
 - (A) An advanced degree approved by the board from an Indiana preparation program.**
 - (B) An advanced degree from an institution outside of Indiana that the board has recognized as equivalent to the degree in section 1 of this rule.**
 - (C) Certification by the National Board for Professional Teaching Standards in a subject area corresponding to the content area of the applicant's license.**

(b) An incomplete application may be returned. The applicant may be required to also submit a new fee as a result of submitting an incomplete application. The applicant is responsible for any delays in license processing caused by the submission of an incomplete application. (*Professional Standards Board; 515 IAC 4-4-2*)

Rule 5. Substitute Permits

515 IAC 4-5-1 Permits

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 1. (a) A substitute permit is a renewable three (3) year permit issued to a teacher upon application from the Indiana school district superintendent as defined by the Indiana school district substitute plan.

(b) As used in this rule, “substitute teacher” means a teacher, as defined in IC 20-6.1-1-8, who works in the public schools of Indiana and holds a substitute permit issued by the board. (Professional Standards Board; 515 IAC 4-5-1)

515 IAC 4-5-2 Application

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

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

- (1) A completed application form approved by the board, including the signature of the superintendent or designee.**
- (2) A limited criminal history check from the Indiana state police, dated no earlier than one (1) year prior to the date the application is received by the board.**
- (3) A nonrefundable fee in the form of a cashier’s check, certified check, or money order in the amount required under 515 IAC 1-2-19, or by electronic payment if the board accepts fees electronically.**

(b) An incomplete application may be returned. A new fee may be required as a result of submitting an incomplete application. The applicant and the school district are responsible for any delays in licensing processing caused by the submission of an incomplete application. (Professional Standards Board; 515 IAC 4-5-2)

515 IAC 4-5-3 Substitute plan

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

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

- (1) A school district requirements for a substitute permit.**
- (2) The minimum of a high school diploma earned from an accredited school.**
- (3) A plan for reciprocity with other Indiana school districts, if applicable.**
- (4) Training and mentoring procedures for first-year substitute teachers.**
- (5) Any additional documentation as may be required by the board.**

(b) A school district must have a current substitute plan on file with the board by June 1, 2002. The school district must submit any changes to the plan thirty (30) days prior to implementation of those changes. (Professional Standards Board; 515 IAC 4-5-3)

515 IAC 4-5-4 Substitute teacher

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-1-8; IC 20-6.1-3; IC 20-6.1-4

Sec. 4. (a) School districts shall not employ persons holding a substitute permit when licensed teachers are available.

(b) Any person who holds a valid Indiana professional, provisional, standard, initial practitioner, proficient practitioner, accomplished practitioner, reciprocal, limited, or emergency permit may serve as a substitute teacher.

(c) Any person who holds a valid Indiana professional, provisional, standard, initial practitioner, proficient practitioner, accomplished practitioner, reciprocal, limited, or emergency permit and who serves as an occasional substitute teacher, shall be compensated on the regular pay schedule for substitutes of that school district.

(d) Any person who holds a valid Indiana professional, provisional, standard, initial practitioner, proficient

practitioner, accomplished practitioner, reciprocal, limited, or emergency permit who serves as a substitute teacher in the same teaching position for more than fifteen (15) consecutive days shall be compensated on the regular pay schedule for teachers of that school district.

(e) A person may not serve as a substitute teacher without a valid permit issued under the authority of the board unless he or she meets the criteria of subsection (b).

(f) Substitute teaching experience shall not count as regular teaching experience to be used toward converting a standard Indiana teaching license to a professional license or an initial practitioner license to a professional practitioner license, waiving the proficiency test, or waiving the beginning teacher internship or assessment program.

(g) A substitute permit may be renewed upon application for three (3) years.

(h) If a school district fails to submit a substitute plan, substitute teachers for that district will be subject to the requirements of IC 20-1-1.4-7.

(i) The substitute permit is valid only for the requesting school district unless the school district has a reciprocity plan with another district as described in section 3 of this rule. (*Professional Standards Board; 515 IAC 4-5-4*)

Notice of Public Hearing

Under IC 4-22-2-24, notice is hereby given that on April 24, 2002 at 1:00 p.m., at the Indiana Government Center-South, 402 West Washington Street, Conference Center Room C, Indianapolis, Indiana the Professional Standards Board will hold a public hearing on proposed new rules concerning the process whereby a teacher obtains an initial practitioner license, a proficient practitioner license, or an accomplished practitioner license. In addition, it establishes the procedure whereby a substitute teacher obtains a teaching permit. All of these licenses are required for teaching in an accredited school in Indiana. Copies of these rules are now on file at the Professional Standards Board, 101 West Ohio Street, Suite 300 and Legislative Services Agency, One North Capitol, Suite 325, Indianapolis, Indiana and are open for public inspection.

Marie Theobald
Executive Director
Professional Standards Board