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TITLE 515 PROFESSIONAL STANDARDS BOARD

Proposed Rule LSA Document #02-80

DIGEST

Adds 515 IAC 5 to establish the process whereby a person obtains a substitute teacher's permit and the process whereby a school district employs a substitute teacher. Effective 30 days after filing with the secretary of state.

515 IAC 5

SECTION 1. 515 IAC 5 IS ADDED TO READ AS FOLLOWS:

ARTICLE 5. SUBSTITUTE TEACHER'S PERMIT

Rule 1. Substitute Permits

515 IAC 5-1-1 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 article, "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 5-1-1*)

515 IAC 5-1-2 Application

Authority: IC 20-1-1.4-7

Affected: IC 20-1-16.6; 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 professional standards board (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 5-1-2*)

515 IAC 5-1-3 Substitute plan

Authority: IC 20-1-1.4-7

Affected: IC 20-1-1-6.5; IC 20-6.1-8; 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's 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 professional standards board (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 5-1-3)*

515 IAC 5-1-4 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) A school district 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 professional standards 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 and 515 IAC 1-2-17.

(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 5-1-4)*

Notice of Public Hearing

Under IC 4-22-2-24, notice is hereby given that on June 25, 2002 at 10:00 a.m., at the Professional Standards Board, 101 West Ohio Street, Third Floor, Indianapolis, Indiana the Professional Standards Board will hold a public hearing on a proposed new rule concerning the process whereby a person obtains a substitute teacher's permit and the process whereby a school district employs a substitute teacher. 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