

## **ARTICLE 5. SUBSTITUTE TEACHER'S PERMIT**

### **Rule 1. Substitute Permits**

#### **515 IAC 5-1-1 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. 1. A substitute permit is a renewable three (3) year license issued to a teacher upon application from the Indiana school district superintendent as defined by the Indiana school district substitute plan provided for in section 3 of this rule. (*Advisory Board of the Division of Professional Standards; 515 IAC 5-1-1; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2325*)

#### **515 IAC 5-1-2 Application**

Authority: IC 20-28-2-6

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

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. (*Advisory Board of the Division of Professional Standards; 515 IAC 5-1-2; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2325*)

#### **515 IAC 5-1-3 Substitute plan**

Authority: IC 20-28-2-6

Affected: IC 20-20-31; IC 20-28-5; IC 20-28-6

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 providing for their utilization of substitute teachers who were licensed by the school district submitting the plan, 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 Indiana professional standards board by June 1, 2003.

The school district must submit any changes to the plan thirty (30) days prior to implementation of those changes. (*Advisory Board of the Division of Professional Standards; 515 IAC 5-1-3; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2325*)

#### **515 IAC 5-1-4 Substitute teacher**

Authority: IC 20-28-2-6

Affected: IC 20-18-2-22; IC 20-20-31; IC 20-28-5; IC 20-28-6; IC 20-28-9-7

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. The board recognizes the obligation of a school corporation to comply with the requirements of IC 20-28-9-7 with respect [*sic., to*] the compensation paid to a teacher serving as a substitute teacher and holding a professional, provisional, limited, or equivalent teaching license.

(c) A person may not serve as a substitute teacher without a valid permit issued under the authority of the professional

## SUBSTITUTE TEACHER'S PERMIT

---

standards board unless he or she meets the criteria of subsection (b).

(d) 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.

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

(f) If a school district fails to submit a substitute plan, substitute teachers for that district will be subject to the requirements of 515 IAC 1-2-17.

(g) 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. (*Advisory Board of the Division of Professional Standards; 515 IAC 5-1-4; filed Mar 4, 2003, 4:44 p.m.: 26 IR 2326; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3308*)

\*