

## ARTICLE 9. ISSUANCE AND REVOCATION OF VARIOUS LICENSES AND PERMITS

### Rule 1. General Provisions

#### 515 IAC 9-1-1 Definitions

Authority: IC 20-28-2-6

Affected: IC 20-28-2; IC 20-28-5; IC 20-30-2-3

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

(b) "Academic school year" means the school calendar year as defined by the local school district school board in IC 20-30-2-3.

(c) "Accomplished practitioner license" is equivalent to the professional license as set forth by 515 IAC 1-2-3 and 515 IAC 1-3-2 [515 IAC 1-3 was repealed filed Sep 30, 2003, 9:45 a.m.: 27 IR 505.J].

(d) "Approved program" means a teacher education program offered by a college or university that has been approved by the department or NCATE-accredited.

(e) "Compact state" means a state that has entered into a reciprocity agreement with Indiana through the National Association of State Directors of Teacher Education (NASDTEC) for any of the following:

(1) Instruction.

(2) School services.

(3) Administration licensure.

(f) "Department" means the department of education.

(g) "Initial practitioner license" is equivalent to the initial standard license under IC 20-28-5.

(h) "Instructional license" means a teaching license.

(i) "Interstate Compact Agreement" means the reciprocity agreement Indiana belongs to through NASDTEC. NASDTEC is located at 39 Nathan Ellis Highway, PMB #134, Mashpee, MA 02649-3267, Web site: [www.nasdtec.org](http://www.nasdtec.org).

(j) "Licensing advisor" means a representative of a teacher training institution within Indiana who acts as a teacher advisor for, and at the request of, the applicant.

(k) "National Council for Accreditation of Teacher Education" or "NCATE" means that the institution has met all requirements for NCATE accreditation for their teacher training institution. NCATE is located at 2010 Massachusetts Avenue NW, Suite 500, Washington, D.C. 20036-1023, Web site: [www.ncate.org](http://www.ncate.org).

(l) "Performance-based assessment" means standards based program.

(m) "Proficient practitioner license" is equivalent to a renewed standard license under 515 IAC 1-2-3.

(n) "School setting" means the school building where the professional educator practices.

(o) "Student teaching" means a supervised preservice practice occurring near the end of a candidate's program.

(p) "Teacher training institution" means a college or university offering a program of teacher education approved by the department. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-1; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1169; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3308; filed Jul 18, 2006, 1:30 p.m.: 20060816-IR-515050339FRA*)

#### 515 IAC 9-1-2 Certificates and licenses issued under prior rules; recognition

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 2. (a) All licenses and certificates issued under the provisions of prior rules governing teacher education and certification shall, at the discretion of the department, retain the validity and coverage provided by the licenses or certificates, and holders of the licenses or certificates shall have the option of following the gradation steps in force at the date of issue. After July 2, 2006, all applicants obtaining an original license must meet the requirements as stated in 515 IAC 8 and this article.

(b) All life licenses issued under prior rules shall continue to be valid for the life of the holder. All other first grade or professional licenses issued under prior rules shall be considered as accomplished practitioner licenses providing the holder has earned either of the following:

(1) A master's degree.

(2) National Board Certification.

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

(d) All persons who have begun licensing programs for initial licensure under prior rules and regulations will have until July

1, 2006, to complete the program. An individual who submits an application for an original license after July 1, 2006, will be subject to 515 IAC 8 and this article.

(e) All persons who opt to add an area to a license or certificate issued under the provisions of prior rules governing teacher education and certification shall add the area under the requirement of the following:

(1) 515 IAC 1-1-1 through 515 IAC 1-1-69.

(2) 515 IAC 1-2-4 through 515 IAC 1-2-9.

(3) 515 IAC 1-2-19.

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-2; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1169; filed Jul 18, 2006, 1:30 p.m.: 20060816-IR-515050339FRA)*

#### **515 IAC 9-1-3 Validation dates of licenses**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 3. (a) The proficient practitioner license is valid for five (5) years from the date the application has been received by the board.

(b) The proficient practitioner license may be renewed for a five (5) year period when renewal requirements have been completed.

(c) The proficient practitioner license may be converted to the accomplished practitioner license when the requirements have been completed.

(d) The accomplished practitioner license is valid for ten (10) years from the date the application has been received by the board.

(e) The accomplished practitioner license may be renewed for a five (5) year period when renewal requirements have been completed. All renewal requirements must be completed in the last five (5) years of the validity period of the accomplished practitioner license.

(f) All licenses that are valid on the first day of the academic school calendar shall be considered valid for the duration of the school calendar, as approved by the school board. *(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-3; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1170)*

#### **515 IAC 9-1-4 Validation dates of permits**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 4. (a) Emergency permits shall be valid only for the academic school calendar, as defined in 515 IAC 9-2-3 *[sic.]*, for which they are issued.

(b) Reciprocal permits shall be valid for one (1) year from the date the application has been received by the board. The reciprocal permit may be renewed annually upon completion of six (6) semester hours of course work leading to the proficient practitioner license or other appropriate progress toward the successful completion of an approved program, as recommended by the Indiana licensing advisor. It may be converted to the initial practitioner license when the holder has completed all deficiencies, including all requirements of the assessment program as described in 515 IAC 1-4.

(c) All reciprocal permits that are valid on the first day of the academic school calendar shall be valid for the duration of that school calendar, as approved by the school board. *(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-4; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1170)*

#### **515 IAC 9-1-5 Indiana graduates; application requirements**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 5. (a) All persons who have earned the qualifying degree and completed an approved program of preparation at an Indiana institution of higher education shall initiate licensing procedures with the licensing advisor of the institution granting the qualifying degree.

(b) The following materials must be provided to the board:

(1) The appropriate completed application form for licensing. The application must contain the signature of the official licensing advisor of the institution granting the qualifying degree, specify the approved programs completed by the applicant, and, if applicable, provide evidence of teaching experience.

(2) Passing scores on any assessments, if applicable. Each applicant shall request that the testing service send the official score report to the board.

(3) The established fee for the issuance of the license.

(4) The license being renewed, if applicable.

(5) Any required evidence of the applicant's criminal history, including fingerprints and the applicant's Social Security number.

(6) Applicants for licensing shall provide all necessary evidence of eligibility. and

(7) Any additional documentation as required by law.

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-5; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1170)*

#### **515 IAC 9-1-6 Out-of-state graduates; teacher applicants**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 6. A person who has earned the qualifying degree from an institution outside of Indiana and has not completed an approved teacher education program at an Indiana institution of higher education shall submit the following materials to the board:

(1) The appropriate completed application form specifying the content area(s) and school setting(s) of the instructional license desired.

(2) The established fee for the issuance of the license.

(3) A copy of the applicant's currently valid out-of-state teaching license.

(4) An official transcript from each institution of higher education attended.

(5) Any required evidence of the applicant's criminal history, including fingerprints and the applicant's Social Security number.

(6) Passing scores on any assessments, if applicable. Each applicant shall request that the testing service send the official score report to the board. and

(7) If the applicant has teaching, administration, or school services experience, he/she must provide verification of the experience, including the grade level and subject taught, dates of employment, and the accreditation status of the school(s) where the applicant completed his/her teaching experience.

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-6; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1171)*

#### **515 IAC 9-1-7 Out-of-state teacher applicants; initial practitioner license**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 7. (a) An out-of-state applicant is eligible for an initial practitioner license if he/she meets the requirements for a license and either:

(1) holds a currently valid license and a baccalaureate degree from an approved teacher education program located in a state that is a member of the Interstate Compact Agreement; or

(2) verifies completion of a baccalaureate teacher education program accredited by the National Council for the Accreditation of Teacher Education (NCATE). The institution must have been accredited by NCATE at the time the person completed the approved program.

(b) A graduate of an NCATE-approved teacher education program is eligible for an Indiana initial practitioner license in the applicant's content area if that content area is also offered in Indiana. The board may require the completion of the NCATE recommendation form by an authorized licensing official of the degree-granting institution for clarification.

(c) A graduate of an approved teacher education program in an Interstate Compact Agreement state must hold a certificate of eligibility or a currently valid teaching license from the compact state that is equivalent to an Indiana initial practitioner license. The board may require the completion of the Interstate Compact Agreement recommendation form by an authorized licensing

official of the degree-granting institution for clarification.

(d) An individual qualifying under subsection (b) or (c) will receive licensing in all content areas shown on the valid compact state teaching license if the areas of licensing are comparable to Indiana content areas, providing all minimum requirements have been met.

(e) A graduate of an institution not located within a compact state is eligible for an Indiana initial or proficient practitioner license in the content area(s) and school settings(s) *[sic.]* listed on the valid out-of-state license if he or she holds a currently valid instructional, administration, or school services license from that state and has met all minimum requirements. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-7; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1171*)

#### **515 IAC 9-1-8 Out-of-state teacher applicants; reciprocal permit**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 8. (a) An out-of-state applicant is eligible for an Indiana reciprocal permit if he or she holds a license or certificate of eligibility issued by another state and has met all requirements of a teacher education program at an institution approved by the board and a currently valid out-of-state teaching license that is comparable to an Indiana instructional license but do not qualify for an Indiana initial or proficient practitioner license.

(b) A reciprocal permit will be issued to a graduate of an accredited institution located in a state other than Indiana who has met all of the requirements for an initial or proficient practitioner instructional license except for the proficiency exam and some of the course work. A reciprocal permit will be issued only in the content areas of the out-of-state license that are equivalent to Indiana content areas and the school settings of the out-of-state license that are equivalent to Indiana school settings.

(c) An initial practitioner license will be issued when all course work and proficiency examination deficiencies have been corrected, if the applicant has not met the requirements for a proficient practitioner license.

(d) A proficient practitioner teaching license will be issued when all course work and proficiency examination deficiencies have been corrected, if the applicant has met all requirements of performance-based assessment or can verify three (3) years of full-time teaching experience appropriate to the license in an accredited P-12 school under a valid license.

(e) A reciprocal permit is valid for one (1) year and may be renewed up to four (4) times. A reciprocal permit holder may renew the license after the first year by correcting all proficiency exam deficiencies and earning six (6) semester hours of course work or equivalent appropriate progress toward an initial or proficient practitioner license. Any subsequent renewal requires the completion of six (6) semester hours of course work or equivalent appropriate progress toward an initial or proficient practitioner license. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-8; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1171*)

#### **515 IAC 9-1-9 Reciprocal permit for applicants completing an Indiana teacher education program**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 9. (a) An applicant is eligible for an Indiana reciprocal permit, if he or she has met all requirements of a teacher education program at a board-accredited institution in Indiana and holds a currently valid out-of-state teaching license that is comparable to the Indiana instructional license, but has not completed Indiana continuing education or proficiency exam requirements.

(b) In order for a reciprocal permit to be issued, the individual must have the recommendation of the Indiana licensing advisor at the institution where the approved program was completed.

(c) An initial practitioner license will be issued when continuing education and/or proficiency examination deficiencies have been completed if the applicant has not met all requirements of performance-based assessment.

(d) A proficient practitioner teaching license will be issued when continuing education and proficiency examination deficiencies have been corrected, if the applicant has met all requirements of performance-based assessment or can verify three (3) years of full-time teaching experience appropriate to the license in an accredited P-12 school under a valid license in another state. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-9; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1172*)

**515 IAC 9-1-10 Out-of-state teacher applicants; institutions not accredited by a state, regional, or national accrediting agency**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 10. Applicants graduating from institutions not accredited by a state, regional, or national accrediting agency to offer degrees in teacher education shall submit their credentials for evaluation to an Indiana teacher education institution accredited by NCATE to offer a master's degree in education. The board will recognize only those credits accepted by an Indiana NCATE institution for degree purposes or recognized as comparable to course work completed at the Indiana NCATE school. When the applicant has successfully completed a teacher education program, the Indiana NCATE institution may recommend the individual for licensing. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-10; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1172*)

**515 IAC 9-1-11 Out-of-state graduates; administration and school service applicants**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 11. A person applying for an administrative, supervisory, or school services license who has earned the qualifying degree at an IPSB-approved institution outside of Indiana and has not completed an approved qualifying program at an Indiana institution of higher education shall submit the following materials to the board:

- (1) The appropriate completed application form specifying the content area(s) and school setting(s) of the instructional license desired.
- (2) A copy of the currently valid out-of-state administration or school service license, if applicable.
- (3) The established fee for the issuance of the license.
- (4) A verification of all teaching, administration, and school services experience, if applicable.
- (5) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number. and
- (6) An official transcript from each institution attended.
- (7) Verification of successful completion of all testing requirements, as defined in 515 IAC 1-4, if applicable.

(*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-11; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1172*)

**515 IAC 9-1-12 Out-of-state administrative or school services programs graduates; proficient practitioner**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 12. A graduate of a National Council for the Accreditation of Teacher Education (NCATE) institution approved to offer administrative or school services programs is eligible for the comparable Indiana proficient practitioner license if he/she has completed the necessary years of teaching experience at the appropriate level in an accredited school, holds the degree, and holds a currently valid out-of-state license in the area comparable to the Indiana proficient practitioner license. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-12; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1172*)

**515 IAC 9-1-13 Out-of-state applicants for district administrative and school services licenses, excluding school counseling; Indiana reciprocal permit**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 13. (a) An out-of-state applicant for a district administrative and school services license, excluding school counseling, is eligible for an Indiana reciprocal permit in the desired area if he or she holds a currently valid out-of-state license or certificate of eligibility in the appropriate content area and holds the degree and has the necessary years of teaching experience at the appropriate level in an accredited school, as specified under 515 IAC 8-1-40 through 515 IAC 8-1-48.

(b) The holder of a reciprocal permit in district administration or school services, excluding school counseling, is eligible for an Indiana initial practitioner license in district administration or school services, excluding school counseling, when all deficiencies on the reciprocal permit are corrected if the applicant has not met all requirements of performance-based assessment.

(c) The holder of a reciprocal permit in district administration or school services, excluding school counseling, is eligible for an Indiana proficient practitioner administration or school services, excluding school counseling, license when all course work and proficiency examination deficiencies have been corrected, if the applicant has met all requirements of 515 IAC 1-4 or can verify three (3) years of full-time administration or school services, excluding school counseling, experience appropriate to the license in an accredited P-12 school under a valid license.

(d) The Indiana reciprocal permit in district administration or school services, excluding school counseling, is valid for one (1) year and may be renewed up to four (4) times. Each renewal requires the completion of six (6) semester hours of course work or equivalent appropriate progress toward the fulfillment of the requirements of a standard license. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-13; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1173*)

**515 IAC 9-1-14 Out-of-state applicants for building level administrator; Indiana reciprocal permit**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 14. (a) An out-of-state applicant for a building level administrator is eligible for an Indiana reciprocal permit in the equivalent school setting(s) listed on the currently valid out-of-state license or certificate of eligibility in the building level administrator content area and holds the degree and has the necessary years of teaching experience at an accredited school, as specified under 515 IAC 8-1-40 through 515 IAC 8-1-48.

(b) The holder of a reciprocal permit for building level administrator will be required to meet additional developmental standards, as specified under 515 IAC 8-1-3 through 515 IAC 8-1-7, in order to obtain an initial or proficient building level administrator license with all school settings if the out-of-state building level administrator license does not have the equivalent of all school settings.

(c) The holder of a reciprocal permit in building level administrator is eligible for an Indiana initial practitioner license in building level administrator when all deficiencies on the reciprocal permit, including the completion of all developmental standards, are corrected if the applicant has not met all requirements of performance-based assessment.

(d) The holder of a reciprocal permit in building level administrator is eligible for an Indiana proficient practitioner building level administrator when all course work and proficiency examination deficiencies have been corrected, if the applicant has met all requirements of 515 IAC 1-4 or can verify three (3) years of full-time administration experience appropriate to the license in an accredited P-12 school under a valid license.

(e) The Indiana reciprocal permit in building level administrator is valid for one (1) year and may be renewed up to four (4) times. Each renewal requires the completion of six (6) semester hours of course work or equivalent. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-14; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1173*)

**515 IAC 9-1-15 Out-of-state applicants for school services personnel: school counselor; Indiana reciprocal permit**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 15. (a) An out-of-state applicant for a school services personnel: school counselor is eligible for an Indiana reciprocal permit in the equivalent school setting(s) listed on the currently valid out-of-state license or certificate of eligibility in the school services personnel: school counselor content area and holds the degree, as specified under 515 IAC 8-1-40 through 515 IAC 8-1-48.

(b) The holder of a reciprocal permit for school services personnel: school counselor will be required to meet additional developmental standards, as specified under 515 IAC 8-1-3 through 515 IAC 8-1-7, in order to obtain an initial or proficient school services personnel: school counselor license with all school settings if the out-of-state school services personnel: school counselor license does not have the equivalent of all school settings.

(c) The holder of a reciprocal permit in school services personnel: school counselor is eligible for an Indiana initial practitioner license in school services personnel: school counselor when all deficiencies on the reciprocal permit, including the completion of all developmental standards, are corrected if the applicant has not met all requirements of performance-based assessment.

(d) The holder of a reciprocal permit in school services personnel: school counselor is eligible for an Indiana proficient practitioner school services personnel: school counselor when all course work and proficiency examination deficiencies have been corrected, if the applicant has met all requirements of 515 IAC 1-4 or can verify three (3) years of full-time school services personnel: school counselor appropriate to the license in an accredited P-12 school under a valid license.

(e) The Indiana reciprocal permit in school services personnel: school counselor is valid for one (1) year and may be renewed up to four (4) times. Each renewal requires the completion of six (6) semester hours of course work or equivalent. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-15; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1173*)

**515 IAC 9-1-16 Creditable experience for licensing**

Authority: IC 20-28-2-6

Affected: IC 20-28-2; IC 20-28-6-6

Sec. 16. (a) The following teaching experiences shall be recognized as acceptable activities in computing experience required for licensing:

(1) Experience in any Indiana school that was certified, accredited, or commissioned by the division of performance-based accreditation of the state board of education during the time such experience was acquired.

(2) Experience in a school outside Indiana but within the United States, Commonwealth of the United States, or Canadian provinces if such school was certified, accredited, commissioned, or equally recognized by the duly authorized agency of the state during the time such experience was acquired.

(3) Experience in a school maintained by the United States government for children of military personnel and other governmental employees either in the United States or in a foreign country.

(4) Teaching experience as a Peace Corps volunteer.

(5) Employment for a period of sixty (60) days or more under a temporary contract under IC 20-6.1-4-7 or equivalent out-of-state experience as defined by the board.

(b) Responsibility for verifying any experience to be credited will rest with the employing school superintendent or authorized official of the federal or state department or agency.

(c) 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. No more than one (1) year of creditable service shall be granted for services rendered within a twelve (12) month period beginning July 1st and ending June 30th.

(d) Active military experience shall qualify the holder of the proficient practitioner license for extended validation of said 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, proficient, or accomplished practitioner license. Copies of military discharge papers must be submitted to the board to qualify for this extended validation. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-16; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1174*)

**515 IAC 9-1-17 Field experience requirements; exemptions**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 17. Field experience. (a) Those persons with three (3) years of full-time teaching experience may be exempt from field experience requirements provided such experience has been at the appropriate grade level and in the area of licensing desired, and the candidate has met the total requirement for professional education, including the recommendation of the institution of higher education in Indiana where the program has been/is being completed.

(b) All other candidates shall have their eligibility determined by the staff of the board.

(c) Field experience must be satisfactorily completed at the school setting accredited by the state or at an equally recognized school in an out-of-state setting.

(d) The Indiana proficient practitioner license qualifies the holder to serve as a supervising teacher in all content areas and school settings designated on the license. The final selection of the supervising teacher meeting these qualifications shall be the joint responsibility of the teacher education institution and the superintendent of the cooperating state-commissioned school and with the approval of the supervising teacher. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-17; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1174*)

**515 IAC 9-1-18 License revocation, suspension, surrender; authority; grounds; procedures**

Authority: IC 20-28-2-6

Affected: IC 4-21.5-3; IC 20-28-2; IC 20-28-7-7

Sec. 18. (a) The board may, on the written recommendation of the superintendent of public instruction, revoke or suspend any license issued by the board under 515 IAC 1-1 or this rule or under prior rules and regulations governing teacher education and licensing.

(b) A license may be revoked or suspended for immorality, misconduct in office, incompetency, or willful neglect of duty. The grounds of these charges may include, but are not limited to, the following:

(1) The person to whom the license was issued obtained the license by material misrepresentation or fraudulent means.

(2) The person to whom the license was issued has had a license revoked or suspended in another state.

(3) The person to whom the license was issued has been convicted of a misdemeanor or a felony which directly relates to the ability to perform the person's teaching duties. Offenses which constitute a violation under this subsection may include crimes of moral turpitude, drug-related offenses, or the issuing of false statements.

(4) The person to whom the license was issued is subject to license suspension under IC 20-28-7-7.

(c) The board may suspend a license under the provisions of this section for a period of time not to exceed two (2) years calculated from the date of imposition. At the conclusion of any suspension period imposed by the board, the license shall be reinstated upon written request of the license holder.

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

(e) The board may revoke a license under this section for an indeterminate period of time; provided, however, that the person suffering the revocation may petition the board for reinstatement at any time subsequent to the passage of two (2) years calculated from the date of revocation.

(f) A license surrendered to the board pursuant to a plea agreement, probation agreement, sentencing agreement, or sentence or to avoid legal action will be treated as a revoked license. The holder of the license may petition the board for reinstatement of the license at any time subsequent to the passage of two (2) years calculated from the date the surrender was accepted by the board, providing the petition for reinstatement is not in violation of any court order or court-approved agreement.

(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, will be held to determine the applicant's fitness to hold a teaching license. If such a petition for review is filed, the final decision regarding the application will be based on the outcome of the fitness hearing.

(h) An individual who petitions the board for reinstatement of a revoked or surrendered license and an individual required to participate in a fitness hearing under subsection (g) before receiving an initial license shall have the burden of proving fitness to hold a license. In making a determination of fitness, the board 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 (c).

(2) A hearing on the revocation of a license under subsection (e).

(3) A reinstatement hearing under subsection (e).

(4) A reinstatement hearing under subsection (f).



(5) A fitness hearing under subsection (g).

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

(k) Any proceeding under subsection (i) may be conducted by the board or, at its discretion, by an administrative law judge. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-18; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1175; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3309*)

#### **515 IAC 9-1-19 Instructional emergency permits**

Authority: IC 20-28-2-6

Affected: IC 20-28-2; IC 20-28-5-12

Sec. 19. (a) An instructional emergency permit issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued. Until July 1, 2004, this process is guided by the rule for limited license in 515 IAC 1-2-20.

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

(1) An application for an instructional emergency permit submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

(4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.

(8) Verification of progress toward meeting the standards in the content area and identification of a program where the applicant can obtain licensure in three (3) years.

(9) Verification from the employing school superintendent certifying an emergency need for the applicant in the content area(s) or the school setting(s) of the request.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program in the subject area(s) or school setting(s) of the request and has submitted a written plan for completion of the program. and

(11) An application for an instructional emergency permit submitted after July 1 during the school year requested, but no later than twelve (12) weeks after the teacher begins actual service. The instructional emergency permit must be submitted no later than April 15 of the school year during which it is requested.

(c) The instructional emergency permit may be renewed at the request of the employing school superintendent every year upon completion by the applicant of six (6) semester hours of course work directed toward an initial license in the emergency permit subject area or school setting or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an instructional emergency permit requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed, or a letter of recommendation from the equivalent of a licensing advisor at a IPSB-approved institution in another state.

(e) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(f) The instructional emergency permit may be renewed up to two (2) additional times in the same content area(s) or school setting(s).

(g) A candidate for an initial license who fails to demonstrate proficiency as required by IC 20-28-5-12 and is eligible under IC 20-28-5-12 and this section for a one (1) year, nonrenewable instructional emergency permit if the following criteria are met:

(1) The candidate holds a baccalaureate degree from a state or IPSB-approved institution.

(2) The candidate has completed an approved teacher education preparation program in the content area requested on the instructional emergency permit.

(3) The candidate has successfully demonstrated proficiency in all three (3) Praxis I tests, Reading, Writing, and Mathematics.

(4) The candidate has taken the Praxis II Specialty Area(s) test in the content area(s), but has not successfully passed it.

(5) Application for the instructional emergency permit is submitted through an employing superintendent who has certified

an emergency need for personnel in the subject area(s) or school setting(s) in which the candidate has completed an approved teacher education preparation program.

(6) The application for an instructional emergency permit must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the teacher begins actual service. The instructional emergency permit must be submitted no later than April 15 of the school year during which it is requested.

(h) An instructional emergency permit under subsection (g) is:

(1) Not renewable.

(2) Issued only in the content area(s) or school setting(s) in which the candidate has completed an approved teacher education preparation program.

(i) The holder of an instructional emergency permit under subsection (g):

(1) may retake the examination in which proficiency was not demonstrated an unlimited number of times;

(2) is advised to seek remediation in order to demonstrate proficiency on the remaining examination; and

(3) is advised to contact the institution at which the individual completed the teacher education preparation program for counseling concerning remediation.

*(Advisory Board of the Division of Professional Standards; 515 IAC 9-1-19; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1176; errata filed Jul 11, 2005, 10:00 a.m.: 28 IR 3309)*

### **515 IAC 9-1-20 Emergency permits for assistant principal**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 20. (a) An emergency permit for assistant principal issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

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

(1) An application for an emergency permit for assistant principal submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

(4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.

(8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience or the equivalent valid license in another state with two (2) years of full-time teaching experience.

(9) Verification from the employing school superintendent certifying an emergency need for the position of assistant principal and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for building level administrator and has submitted a written plan for completion of the program. and

(11) An application for an emergency permit for assistant principal must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the assistant principal begins actual service. The emergency permit for assistant principal must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for assistant principal may be renewed at the request of the employing school superintendent every year upon completion by the applicant of six (6) semester hours of course work directed toward an administrator license as a building level administrator or verification of appropriate progress as verified by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for assistant principal requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for assistant principal may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for assistant principal is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for assistant principal will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-20; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1177*)

#### **515 IAC 9-1-21 Emergency permits for building level administrator**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 21. (a) An emergency permit for building level administrator issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for building level administrator, the applicant must submit:

(1) An application for an emergency permit for building level administrator submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

(4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation, as required by law.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board and completion of twelve (12) semester hours of an approved building level administrator program.

(8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience, or the equivalent valid license in another state with two (2) years of full-time teaching experience.

(9) Verification from the employing school superintendent certifying an emergency need for the position of building level administrator and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for building level administrator and has submitted a written plan for completion of the program. and

(11) An application for an emergency permit for building level administrator must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the building level administrator begins actual service. The emergency permit for building level administrator must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for building level administrator may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a building level administrator or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for building level administrator requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for building level administrator may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for building level administrator is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for building level administrator will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-21; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1177*)

#### **515 IAC 9-1-22 Emergency permits for director of career and technical education**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 22. (a) An emergency permit for director of career and technical education issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for director of career and technical education, the applicant must submit the following:

(1) An application for an emergency permit for director of career and technical education submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

(4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation as required by law.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.

(8) Verification of one (1) of the following:

(A) A valid proficient practitioner career and technical education license instructional license with two (2) years of full-time teaching experience in a career and technical education classroom.

(B) A valid proficient practitioner workplace specialist license and a bachelor's degree or higher.

(C) A valid standard, provisional, or professional teaching license in career and technical education and two (2) years of full-time teaching experience in a career and technical education classroom.

(D) A license equivalent to the proficient practitioner career and technical education license in another state with two (2) years of full-time teaching experience in a career and technical education classroom.

(E) An occupational specialist II or III with a bachelor's degree or higher and two (2) years of full-time teaching experience in an accredited vocational school in the grade level and vocational education content area listed on the license.

(F) A proficient practitioner license as a superintendent or building level administrator.

(G) A proficient practitioner license as a school counselor and any instructional proficient practitioner license.

(H) A standard or provisional superintendent's license with two (2) years of full-time experience as a superintendent or assistant superintendent in an accredited P-12 school district.

(I) A standard or provisional secondary administration and supervision license with two (2) years of full-time experience as a principal or assistant principal in an accredited junior high school, middle school, or high school.

(J) A valid proficient practitioner business education or technology education instructional license.

(K) A standard or provisional school counseling license with two (2) years of full-time experience as a school counselor and any standard or provisional teaching license with two (2) years of full-time teaching experience as a teacher in an accredited K-12 school.

(L) A standard or provisional business education or industrial technology license with two (2) years of full-time experience as a business education or industrial technology teacher in an accredited junior high school, middle school, or high school.

(9) Verification from the employing school superintendent certifying an emergency need for the position of career and technical education director and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for director of career and technical education and has a plan for completion of the program as verified by the licensing advisor.

(11) An application for an emergency permit for director of career and technical education must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the director of career and technical education begins actual service. The emergency permit for director of career and technical education must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for director of career and technical education may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a director of career and technical education or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for director of career and technical education requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for director of career and technical education may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full-time or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years before the date of application.

(g) The holder of the emergency permit for director of career and technical education is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for director of career and technical education will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-22; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1178; filed Dec 30, 2004, 4:24 p.m.: 28 IR 1479*)

### **515 IAC 9-1-23 Emergency permits for director of curriculum and instruction**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 23. (a) An emergency permit for director of curriculum and instruction issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for director of curriculum and instruction, the applicant must submit:

(1) An application for an emergency permit for director of curriculum and instruction submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

(4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation, as required by law.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.

(8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience.

(9) Verification from the employing school superintendent certifying an emergency need for the position of director of curriculum and instruction and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for director of curriculum and instruction and has a plan for completion of the program as verified by the licensing advisor. and

(11) An application for an emergency permit for director of curriculum and instruction must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the director of curriculum and instruction begins actual service. The emergency permit for director of curriculum and instruction must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for director of curriculum and instruction may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a director of curriculum and instruction or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for director of curriculum and instruction requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for director of curriculum and instruction may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for director of curriculum and instruction is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for director of curriculum and instruction will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-23; filed Dec 4, 2003, 3:00 p.m.: 27*

IR 1179)

**515 IAC 9-1-24 Emergency permits for director of exceptional needs**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 24. (a) An emergency permit for director of exceptional needs issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

(b) To qualify for an emergency permit for director of exceptional needs, the applicant must submit:

(1) An application for an emergency permit for director of exceptional needs submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

(4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation, as required by law.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.

(8) Verification of one (1) the following:

(A) A valid exceptional needs proficient practitioner instructional license or a valid communication disorders proficient practitioner instructional license with two (2) years of full-time teaching experience in an exceptional needs program.

(B) A proficient practitioner school services license in school psychology with two (2) years of full-time experience in an exceptional needs program.

(C) A valid special education standard or provisional with two (2) years of full-time teaching experience in an exceptional needs program or professional teaching license in exceptional needs. or

(D) A valid school services personnel license with school psychology or speech, language, and hearing clinician and two (2) years of full-time experience in an exceptional needs program.

(9) Verification from the employing school superintendent certifying an emergency need for the position of director of exceptional needs and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for director of exceptional needs and has a plan for completion of the program as verified by the licensing advisor. and

(11) An application for an emergency permit for director of exceptional needs must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the director of exceptional needs begins actual service. The emergency permit for director of exceptional needs must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for director of exceptional needs may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as a director of exceptional needs or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for director of exceptional needs requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for director of exceptional needs may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for director of exceptional needs is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for director of exceptional needs will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-24; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1180*)

**515 IAC 9-1-25 Emergency permits for assistant superintendent**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 25. (a) An emergency permit for assistant superintendent issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

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

(1) An application for an emergency permit for assistant superintendent submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

(4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.

(5) All necessary evidence of eligibility.

(6) Any additional documentation, as required by law.

(7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.

(8) Verification of a valid proficient practitioner instructional license, a valid standard, provisional, or professional teaching license with two (2) years of full-time teaching experience.

(9) Verification from the employing school superintendent certifying an emergency need for the position of assistant superintendent and that the applicant has been assigned a mentor as defined by the school district.

(10) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for assistant superintendent and has a plan for completion of the program as verified by the licensing advisor. and

(11) An application for an emergency permit for assistant superintendent must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the assistant superintendent begins actual service. The emergency permit for assistant superintendent must be submitted no later than April 15 of the school year requested.

(c) The emergency permit for assistant superintendent may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an administrator license as an assistant superintendent or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.

(d) The renewal of an emergency permit for assistant superintendent requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.

(e) The emergency permit for assistant superintendent may be renewed up to two (2) times.

(f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.

(g) The holder of the emergency permit for assistant superintendent is required to successfully complete all assessments unless they have already been successfully completed.

(h) Upon completion of the requirements, the holder of the emergency permit for assistant superintendent and instruction will be issued an initial practitioner administrator license unless the holder has been issued a proficient practitioner administration license in another position. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-25; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1181*)

**515 IAC 9-1-26 Emergency permits for school counselor**

Authority: IC 20-28-2-6

Affected: IC 20-28

Sec. 26. (a) An emergency permit for school counselor issued after July 1, 2004, is valid only for the school year during which it is granted and expires July 31 of the school year for which it is issued.

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

(1) An application for an emergency permit for school counselor submitted by an employing school superintendent.

(2) The established fee for the issuance of the license.

(3) The license being renewed, if applicable.

- (4) Any required evidence of the applicant's criminal history, including fingerprints and Social Security number.
- (5) All necessary evidence of eligibility.
- (6) Any additional documentation, as required by law.
- (7) An official transcript showing successful completion of a baccalaureate degree from an institution approved by the board.
- (8) Verification from the employing school superintendent certifying an emergency need for the position of school counselor and that the applicant has been assigned a mentor as defined by the school district.
- (9) Verification from the licensing advisor where the program will be completed that the candidate has enrolled in an approved program for school counselor and has a plan for completion of the program. and
- (10) An application for an emergency permit for school counselor must be submitted after July 1 of the school year requested, but no later than twelve (12) weeks after the school counselor begins actual service. The emergency permit for school counselor must be submitted no later than April 15 of the school year requested.
- (c) The emergency permit for school counselor may be renewed at the request of the employing school superintendent every year upon completion of six (6) semester hours of course work directed toward an *[sic.]* school counselor license or verification of appropriate progress by the licensing advisor where the applicant is completing an approved program.
- (d) The renewal of an emergency permit for school counselor requires the recommendation of the Indiana licensing advisor at the institution where the course work toward a planned program was completed.
- (e) The emergency permit for school counselor may be renewed up to two (2) times.
- (f) An applicant may earn a one-time nonrenewable emergency permit for continuing education if they can verify that they have not been employed as a full- or part-time teacher, administrator, or school services personnel, not including substitute teacher, at any time three (3) years prior to the date of application.
- (g) The holder of the emergency permit for school counselor is required to successfully complete all assessments.
- (h) Upon completion of the requirements, the holder of the emergency permit for school counselor will be issued an initial practitioner school services license for school counselor. (*Advisory Board of the Division of Professional Standards; 515 IAC 9-1-26; filed Dec 4, 2003, 3:00 p.m.: 27 IR 1181*)

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