

# IMAP Information

IMAP is one of two methods teachers, administrators and school services personnel may use to convert a two (2) year Initial Practitioner (IP) license to a five (5) year Practitioner ® license. IMAP is a two (2) year mentorship. Those who hold a Reciprocal Permit or an Emergency Permit cannot participate in IMAP. One must hold an Indiana Professional Educator's License or Charter School License to participate in IMAP.

Registration for IMAP is open each year from August 15th through October 31st. Applicants enroll each of the two years to participate in IMAP. If the applicant fails to register, he or she can either renew the IP License and work an additional year or convert the IP License with a 40 point PGP.

For information on renewing, go to: <https://www.in.gov/doi/educators/educator-licensing/current-indiana-educator-to-renew-a-license/>

- Click **I am an Indiana Teacher, Administrator...**
- Then click **Renew a License**

For information on converting using the PGP, go to: <https://www.in.gov/doi/educators/educator-licensing/professional-growth-plan-pgp/>

- Click **I am an Indiana Teacher, Administrator...**
- Then click **Convert Initial Practitioner to Practitioner License**
- Select **IP Conversion with PGP**

## Teachers and School Services Personnel

### Year 1

- Enroll in IMAP at the beginning of the school year.  
(Enrollment runs from August 15th to October 31st)

### Year 2

- Enroll in IMAP at the beginning of the school year.  
(Enrollment runs from August 15th to October 31st)
- **Complete Assessment tool ([teacher](#) or [school service employee](#))**. Print off a copy of the respective assessment tool for teacher or school service employee and give it to your Building Level Administrator (BLA)/Principal. Teacher assessments are based on the ten [INTASC Principles](#). School service employees have a separate tool. In either case, it is recommended that you and your BLA review this document at least once prior to the final evaluation at the end of the year. This will afford you the opportunity to see which areas for improvement exist before your final evaluation. As a Year Two IMAP Teacher, you should be at the “proficient” level for at least 8 of the 10 principles to complete IMAP requirements. As a Year Two School Service Employee, you need to be at the “proficient” level in 5 of 7 principles. This tool will NOT be submitted in your application, but kept in your school file. Again, **DO NOT UPLOAD IN [LVIS](#)**.

- [Letter of Completion](#). Once you have successfully completed the IMAP assessment, your BLA will need to provide for you a letter verifying you have completed IMAP. This verification letter **MUST** be on school letterhead and signed. **This will be a required upload during the application process in [LVIS](#).**  
If the BLA determines that you are not ‘proficient’ for whatever reason, you can renew your IP license for another two years and enroll in IMAP the next school year to complete the IMAP requirements.

## Administrators

### Year 1

- Enroll in IMAP at the beginning of the school year.
- (Enrollment runs from August 15th to October 31st )

### Year 2

- Enroll in IMAP at the beginning of the school year.
- (Enrollment runs from August 15th to October 31st)
- Within two weeks of enrolling in IMAP, you will receive an email notification from the Indiana Department of Education that will give you directions for completing the **Indiana School Leaders Self-Assessment (ISLSA)** through Moodle. **A copy of the ISLSA report card showing an 80% pass rate in all categories will be a required upload during the application process in [LVIS](#).**
- Complete the [Individual Development Plan Summary](#). **This will be a required upload during the application process in [LVIS](#).**

IMPORTANT FORMS	
Name of Form	
IMAP Assessment Tool for Teachers (School use only)	<a href="#"><u>EXCEL</u></a> - <a href="#"><u>PDF</u></a>
IMAP Assessment Tool for School Services Personnel (School use only)	<a href="#"><u>EXCEL</u></a> - <a href="#"><u>PDF</u></a>
Sample IMAP Verification Letter for teachers and School Services Personnel <b>To UPLOAD</b>	<a href="#"><u>DOCX</u></a>
Individual Development Plan Summary for Administrators <b>To UPLOAD</b>	<a href="#"><u>PDF</u></a>
School IMAP Approval Form (School use only)	<a href="#"><u>DOCX</u></a>
Individual Development Plan Summary <b>To UPLOAD</b>	<a href="#"><u>DOCX</u></a>

## Information about IMAP

If you enrolled in IMAP while working at a different school, you may continue in IMAP. Enroll in IMAP as a Year Two candidate and complete the IMAP requirements. You will be eligible to apply for your five-year Practitioner license at the end of the second school year.

The 2 year Initial Practitioner license may be renewed up to two more times, spanning 6 years, before any additional coursework is required. Your internship period begins as soon as you are hired and working. You can simply renew your Initial Practitioner license on [LVIS](#). Once you create a profile, you can submit and pay for an application there. Please click [HERE](#) for more information on license renewal.

If you have a school services personnel license issued under Rules 46-47, you are NOT required to complete an internship. If you have been issued a Rules 2002 or REPA two-year Initial Practitioner's license for school services personnel, you may complete IMAP.

If you have any questions, please contact [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov).

## Who Can Participate in IMAP?

Teachers, administrators and school service personnel who hold an Indiana Initial Practitioner license may participate in IMAP to convert to a five-year Practitioner license. More specifically, the following individuals may participate:

- Individuals employed on a contract for 120 days or more at an Indiana public school or an accredited non-public school in a subject area covered by his or her license;
- Individuals who hold an Indiana Standard License or Reciprocal License issued before July 1, 2006, with an internship requirement and have not completed the internship requirement; and
- Individuals without two years of experience as licensed teachers in out-of-state accredited schools.

## IMAP Responsibilities of Building Level Administrators, Principals, Directors and Supervisors

The responsibility of the Building Level Administrator/Principal/Director/Supervisor for Year Two IMAP Teachers and School Service Personnel is very important.

Each assessment has been designed for either a 2nd Year IMAP Teacher or a 2nd Year IMAP School Service Personnel (School Nurse, School Counselor, School Social Worker and School Psychologist). As the BLA, you and the Year Two IMAP candidate should meet at the beginning of the school year (or as soon as possible) to discuss each principle or standard. This tool can be used as a part of the normal evaluation of the IMAP candidate as progress is monitored throughout the school year. In order for the IMAP candidate to convert to the next level of licensure, he/she must be at the proficient level for at least 80% of the whole assessment (eight

(8) out of ten (10) Principles for Teachers and five (5) out of seven (7) Standards for School Service Personnel.)

Once you have completed the appropriate assessment tool, a copy of the completed tool should be given to the IMAP candidate. **DO NOT send the assessment tool to the IDOE.** The original can be placed in the candidate's file. The IMAP candidate must submit a signed IMAP [completion letter](#) on school letterhead from you to be able to apply for his or her Proficient Practitioner license.

## **Step-by-Step Instructions Conversion with IMAP**

- [IMAP Instructional](#)
- [IMAP School Service](#)
- [IMAP Administrators](#)