Renewing Your Teaching License

The licensure renewal process in Indiana can be rather confusing given the many changes in licensing rules and new options for renewing the license. This document provides answers to some common questions (drawn directly from the Indiana Division of Professional Standards website) and resources for further information.

What are Indiana's requirements for renewing a Standard teaching, school administration, or school services license?

Individuals who do not hold a life license must renew their licenses by completing six (6) semester hours of approved college courses every five (5) years. Beginning July 1, 2004, individuals holding a standard license may opt to renew their license using the Professional Growth Plan renewal option. After educators earn a master's degree or complete 36 semester hours of approved academic credit, they may renew their licenses with Certification Renewal Credits (CRUs). CRUs are earned by completing approved experiences that do not result in the award of college credit. (See questions following on CRUs.)

What are the requirements for renewing a Proficient Practitioner License?

The Proficient Practitioner License must be renewed using the Professional Growth Plan.

Who is eligible to use the Professional Growth Plan for license renewal?

If you are licensed under Rules 2002, you must always submit a Professional Growth Plan License Renewal Report for evaluation. Even if you have six (6) credit hours and/or the equivalent of ninety (90) CRUs, your professional growth activities must equal 90 points for license renewal. For individuals with a renewable license issued under prior rules, the professional growth plan is now an additional option for license renewal. IMPORTANT NOTE: For individuals licensed under Rules 46-47 or who hold licenses under a previous Bulletin, once you elect to submit a Professional Growth Plan, you MUST CONTINUE to submit a licensing renewal report for ALL subsequent license renewals.

What are CRUs (Certification Renewal Units)?

Certification Renewal Units are credits that may be applied toward license renewal only after earning a Master's degree, or after completion of thirty-six (36) semester hours beyond the Bachelor's Degree of approved academic credit. The Division of Professional Standards defines one CRU as equivalent to two contact hours in an approved seminar or program. Ninety (90) CRUs are required for renewal. A total of 15 CRUs equals one semester hour. CRUs can be used with semester or quarter hours in any combination providing the equivalent of six semester hours is reached. For a CRU to be valid, the program provider must be pre-approved by the Division Assessment. Make sure that you have verified this information prior to taking any seminar or program.

Additional FAQs about licensure renewal:

http://www.doe.state.in.us/dps/faq/renewal.html

Information about the Professional Growth Plan:

http://www.doe.state.in.us/dps/renewal/growth/faq.html http://www.doe.state.in.us/dps/renewal/growth/docs/teacher_renewal.pdf