Indiana Department of Education

Division of Professional Standards

Dr. Suellen Reed, Superintendent

Room 229, State House • Indianapolis, IN 46204-2798 • 317-232-9010

Division of Professional Standards Office Location: 101 West Ohio Street, Suite 300



MEMORANDUM

To: Superintendents

Principals

Directors of Special Education

Directors of Career and Technical Education

Unit Heads

Licensing Advisors

Charter Schools

From: Shawn Sriver, Director, Division of Professional Standards

Date: May 24, 2007

RE: Indiana Code 20-28-5-3, as added by Public Law 166-2007 (House Enrolled Act

1116 (P.L. 166-2007)—CPR Certification

Beginning <u>July 1, 2007</u>, applicants who receive an "initial" teacher's license <u>must</u> have successfully completed training in:

- cardiopulmonary resuscitation that includes a test demonstration on a mannequin;
- removing a foreign body causing an obstruction in an airway; and,
- the Heimlich maneuver

The applicant must hold a valid certification in each of these procedures from either the American Red Cross <u>or</u> the American Heart Association.

According to IC 20-18-2-22 and for the purposes of this law, the statutory definition of "teacher" includes individuals seeking a license as a teacher, administrator, and school services professional. In addition, according to IC 20-28-1-7, the statutory definition of "license" includes both licenses and permits issued by the Division of Professional Standards.

Applicants for the following licenses will be required to have this certification:

- Initial Practitioner Instructional License
- Initial Practitioner Administrative License
- Initial Practitioner School Services License
- Original Occupational Specialist I License
- Original Occupational Specialist II License
- Original Emergency Permit
- Original Transition-to-Teaching Permit
- Original Reciprocal Permit
- Original Substitute Permit

Applicants for the following license are exempt from this certification:

- Renewal of any existing license, including the renewal of an initial practitioner license
- *Original Proficient Practitioner Instructional License
- *Original Proficient Practitioner Administration License
- *Original Proficient Practitioner School Services License
- Conversion to Professional License
- Conversion to Accomplished Practitioner License
- Addition of an area to an existing license
- Renewal of Occupational Specialist I or II License
- Renewal of Emergency Permit
- Renewal of Reciprocal Permit
- Renewal of Substitute Permit
- Duplicate License
- Change of Name or Change of Degree
- Internship Change

*Please note that out-of-state individuals who are immediately eligible for this license will be required to hold this certificate.

Once an applicant has received his/her certificate from either the American Red Cross or the American Heart Association, under the current law, the applicant is exempt from completing the requirement again for teacher licensure purposes.

Licensing Advisors: How to Verify Certification to the Division of Professional Standards for Initial Licensure

The licensing advisor will be required to check the person's valid American Red Cross or the American Heart Association certification when submitting the recommendation for the person's license. Changes will be made to both the paper recommendation form and the on-line application page to include a box that the licensing advisor may check to verify that the person holds the certification from either the American Red Cross or the American Heart Association. **Do not check this box until you have actually seen a copy of this valid certification.** Please note that it is not necessary to include a copy of the American Red Cross or the American Heart Association certificate with the application.

*Please note that <u>only</u> applicants who have completed a teacher education program at an Indiana college or university prior to June 30, 2007, are eligible to apply on-line.

School Corporations: How to Verify Certification to the Division of Professional Standards for Substitute Permits, Emergency Permits, Occupational Specialist Licenses, and Transition-to-Teaching Permits

The superintendent or designee will be required to check the person's valid American Red Cross or the American Heart Association certification when submitting the application for the person's license. Changes will be made to both the paper application

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and the on-line application page to include a box that the designated school district person may check to verify that the person holds the certification from either the American Red Cross or the American Heart Association. Do not check this box until you have actually seen a copy of this valid certification. Please note that it is not necessary to include a copy of the American Red Cross or the American Heart Association certificate with the application. For emergency permits and transition-to-teaching permits: Because the application forms have already been printed for 2007-2008, a separate page with this check box will be utilized.

Please note that **only applicants for substitute permits are currently eligible to apply on-line.

How to Verify Certification to the Division of Professional Standards for Out-of-State Licensure Candidates

Applicants for out-of-state licensing requests will be required to submit a paper copy of a valid American Red Cross or the American Heart Association certificate to the Division of Professional Standards with their applications. Please note that no reciprocal permit may be issued until the applicant has presented the valid American Red Cross or the American Heart Association certificate. It is important to note that certification from the American Red Cross or the American Heart Association earned in another state will be honored provided the certificate is valid at the time the license application is received.

Any applicant who has completed all requirements for the license prior to June 30, 2007, and submits an application with a postmark of **June 30, 2007**, or makes an online payment by **11:59 p.m.** on **June 30, 2007**, will **not** be required to have this certification. **There can be no exceptions.**

The DOE is working to automate this process. Additional information will be shared with you as it is made available. I have attached a series of scenarios that will help clarify the type of applicant that needs to meet this requirement on July 1, 2007.

If you have additional questions, please contact Shawn Sriver at ssriver@doe.state.in.us, Ray Graves at rgraves@doe.state.in.us, or Terri Banks at tbanks@doe.state.in.us.

Attachment: Scenarios

IC20-28-5-3