RENEWING YOUR ADMINISTRATION, INSTRUCTIONAL, SCHOOL SERVICES OR EMERGENCY PERMIT LICENSE

To determine which category is appropriate for you, please check the front of your current license.

INITIAL PRACTITIONER LICENSE – Rules 2002

If you have not completed the Indiana Mentoring and Assessment Program (IMAP), you can renew your Initial Practitioner license without completing additional course work by submitting application materials directly to the Division of Professional Standards For more information contact the Division of Professional Standards at www.doe.in.gov/educatorlicensing or 317-232-9010. Once you have renewed twice without completing the IMAP, you must complete six hours of course work in the area of your license or in professional education courses. For Ball State to recommend you, you must complete at least three of the six hours through Ball State. License applications should not be submitted until you are within sixty days of expiration.

STANDARD AND PROVISIONAL LICENSES – Rules 46-47 and Bulletin 400

Standard and Provisional licenses are valid for five years from the date of issue. These licenses may be renewed upon the completion of six semester hours of course work in the area of your license or professional education courses. If you hold a Rules 46-47 or Provisional license and intend to renew through Ball State, you must complete at least three of the six semester hours through Ball State.

CRUs can be used to renew these licenses if you have a Master’s degree or 36 hours of graduate course work. CRUs can be combined with course work if you wish. 15 CRUs = 1 semester credit hour. If you renew with only CRUs, send your application directly to OELD. The CRU license renewal option is being discontinued under the rule revisions currently under consideration at the state. All CRU activities will be converted to points for use under the Professional Growth Plan option.

Professional Growth Plan – This can be used to renew your license directly through the Division of Professional Standards. For more information about this program go to www.doe.in.gov/educatorlicensing and click on Licensing. After July 1, 2010, under the proposed rules the Professional Growth Plan will become the responsibility of the employing school district for teachers currently employed in Indiana.

PROFICIENT PRACTITIONER AND ACCOMPLISHED PRACTITIONER LICENSES – Rules 2002

If you hold the Proficient or Accomplished Practitioner license, you can renew that license by the completion of 6 hours of course work or the Professional Growth Plan. Professional Growth Plans must be approved by your school corporation. The Licensing Advisor will recommend you for renewal if you completed course work. You must apply online through the OELD at www.doe.in.gov/educatorlicensing.
PROFESSIONAL LICENSES – Rules 46-47

These are non-life licenses that are valid for ten year periods. These licenses can be renewed with six semester hours of course work in the area of your license or professional education courses or the Professional Growth Plan (see Standard, Provisional, and Proficient Practitioner Licenses above).

LIFE LICENSE – Bulletin 400

Licenses that are valid for life do not need to be renewed. If you met the qualifications before September, 1990, you may still be eligible to apply for this license. Contact Mary Hess mhess@bsu.edu to determine if you are eligible for this license.

EMERGENCY PERMITS

Emergency Permits are issued by OELD at the request of the employing school corporation. This license is valid for one year and can be renewed twice. Six hours of course work is required each year to renew this license. This license differs from the other licenses because the courses you can take to renew are dictated by your plan of study. You must take courses from your program evaluation only. Check your program evaluation to determine what courses you need. If you have questions, please contact Mary Hess at mhess@bsu.edu or Jane Thomas at jthomas@bsu.edu.

Information concerning your licensing history can be found on the Department of Education website at www.doe.in.gov/educatorlicensing. Click on License History.

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