

## Workplace Specialists and Highly Qualified Requirements

### **Workplace Specialist I (WS1)**

The newly hired Workplace Specialist I teacher must work with the CTE director to apply for the Workplace Specialist I license in Indiana's LVIS system. The teacher will also need CPR/AED/Heimlich training and Suicide Prevention Training. The newly hired teacher must register for the Workplace Specialist I training prior to the third week of August via the registration button on the following website: <http://workplacespecialists.com/>. The CTE director must assign the teacher a mentor; the mentor must be a current teacher with 5 years of teaching experience and **NOT** an Administrator. The teacher, mentor, and the CTE director must all work together to fill out the registration form due to the fact that personal information from each individual will be required on the form. If a teacher is hired late or misses the registration deadline, the teacher can work under the Workplace Specialist I license for the first year and must register for the training the second year.

### **Workplace Specialist II (WS2)**

Upon successfully completing the Workplace Specialist I training, the teacher must work with the CTE director to apply for the initial Workplace Specialist II license via Indiana's LVIS System. The teacher will apply for a conversion of their Workplace Specialist I license to a Workplace Specialist II license. The teacher will need to upload the PDF document which verifies successful completion of the Test of Adult Basic Education (TABE), which should have been previously e-mailed to the teacher and the CTE director by the Workplace Specialist I coordinator, they will also need to upload a copy of their valid CPR/AED Training. The Teacher will also prepare a Professional Development Plan (PDP) with the CTE director. The Professional Development Plan (PDP) will be kept in-house and will be used as a working document to track the teacher's professional development growth. For Workplace Specialist PDP Guidelines and Forms please visit the following website for information and guidance: <http://www.doe.in.gov/licensing/workplace-specialist-pdp-guidelines-and-forms>.

### **Workplace Specialist II Renewals**

When applying for the renewal of Workplace Specialist II license, the teacher must work with the CTE director to create a Professional Development Plan (PDP). The Professional Development Plan (PDP) will be kept in-house and will be used as a working document to track the teacher's professional development growth. For Workplace Specialist PDP Guidelines and Forms please visit the following website for information and guidance: <http://www.doe.in.gov/licensing/workplace-specialist-pdp-guidelines-and-forms>.

### **Workplace Specialist and Highly Qualified**

Workplace Specialist licensure in the Core Academic Subject Areas: Elementary Education, Early Childhood Education, English/Language Arts; Reading; Mathematics; Science; Social Studies: [History, Geography, Government and Civics, Economics]; World Languages; Art [Visual Art or Music]; or Special Education\* ***is not possible***, therefore there is no need to be concerned with attaining Highly Qualified (HQ) status.

**\*Note:** If your license is in Special Education only you are not highly qualified unless you hold a license in any of the above mentioned core academic subject areas and/or you have passed the appropriate licensing exam(s) for the above mentioned core academic subject areas. Please be aware that Indiana's assignment code document lists the specific teaching license that is required for each course, and indicates whether that teacher needs to be highly qualified or not.

### **Question**

For information about how to obtain a Workplace Specialists license please contact the Office of Educator Effectiveness and Licensing's Help Desk at (317) 232-9010 or email them at [licensinghelp@doe.in.gov](mailto:licensinghelp@doe.in.gov). For Highly Qualified questions please contact Tana Mansfield, Educator Effectiveness Specialist over Testing and Title II/Highly Qualified Teacher (HQT) Specialist by email at [hqt@doe.in.gov](mailto:hqt@doe.in.gov) or by phone at (317) 234-0218. Visit our Highly Qualified webpage at: <http://www.doe.in.gov/effectiveness/educator-effectiveness-highly-qualified-teacher-provisions>