



## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Debby Williams, Assistant Director of Educator Licensing & Development

**SUBJECT:** Rules 2002 Initial Practitioner's Licenses for Administrators and Teachers

**DATE:** March 20, 2008

**Rules 2002 Initial Practitioner Administrators** – In order to fulfill the requirement for an assessment at the end of the second year of IMAP enrollment, second year administrators are required to complete an online assessment by March 31, 2008. If a second year administrator holds a Rules 2002 Initial Practitioner Administrative License and has not taken this assessment, please contact [dwilliam@doe.in.gov](mailto:dwilliam@doe.in.gov) as soon as possible. The Rules 2002 Building Level Administrator Checklist for Converting an Initial Practitioner License is available at <http://www.doe.state.in.us/dps/licensing/checklists/BuildingLevelAdminOnly.pdf>

**Rules 2002 Initial Practitioner Teachers** – In order to fulfill the requirement for an assessment at the end of the second year of IMAP enrollment, second year teachers are required to submit a portfolio. Portfolios must be postmarked not later than May 1, 2008, in order to be considered for scoring this summer. Complete information, previously provided, may be found in the manuals posted at: <http://www.doe.state.in.us/dps/beginningteachers/manuals.html>. This page also includes instructions for teachers who are having difficulty submitting their videos on a CD. Instructions must be followed carefully to ensure compatibility with scoring equipment. Extensions may be granted but requests must be submitted by April 1, 2008. The Documentation of Special Circumstances and Request for an Extension of Time for the Completion of the IMAP form is available at [http://www.doe.state.in.us/dps/beginningteachers/special\\_circumstances.doc](http://www.doe.state.in.us/dps/beginningteachers/special_circumstances.doc)  
If an extension is granted, the new deadline will be May 1, 2009.

The checklist for license renewal is available at <http://www.doe.state.in.us/dps/licensing/checklists/Checklist%20for%20renewing%20an%20Indiana%20license.pdf>

If a candidate is successful in completing the portfolio submission, a copy of the “pass” letter should be included with the candidate’s application materials. If a candidate is not successful in the portfolio submission and needs license renewal, a copy of the “no pass” letter should be included with the candidate’s application materials. The candidate will receive an Initial Practitioner extension license. If a Rules 2002, Initial Practitioner has not been enrolled in IMAP for two years, but needs to renew the license, the person needs to include a letter stating that the person has not been enrolled in IMAP. The candidate will be granted an Initial Practitioner’s renewal good for two more years.