

**MEMORANDUM**

To: Superintendents and Principals

From: Dr. Andrew Melin, Chief Innovation Officer  
Ms. Risa Regnier, Director of Educator Licensing  
Ms. Stefany Deckard, Director of Career and Technical Education

Date: May 10, 2019

Re: House Enrolled Act 1002 - Non-Licensed Teachers (2 of 6)

**Background:**

Pursuant to IC 20-28-5-22.1, after June 30, 2019, a school corporation, a school, or a secondary school vocational program may employ an instructor who does not have a license under this chapter for not more than fifty percent (50%) of the career and technical education courses offered by the school corporation, school, or secondary school vocational program, if the instructor has:

- (A) six thousand (6,000) hours of work experience in the five (5) years immediately preceding the year of employment as an instructor in the secondary vocational program;
- (B) four thousand (4,000) hours of work experience in the ten (10) years immediately preceding the year of employment as an instructor in the secondary and provides evidence of occupational licensure or occupational proficiency based on a regional, state, or national board training and evaluation approved by the department;
- (C) four thousand (4,000) hours of work experience in the ten (10) years immediately preceding the year of employment as an instructor in the secondary vocational program and provides evidence of completion of an accredited two (2) years or higher degree in the specific area in which the instructor will teach; or
- (D) four thousand (4,000) hours of work experience in the ten (10) years immediately preceding the year of employment as an instructor in the secondary vocational program and has completed an apprenticeship or internship program; and (2) obtains an expanded criminal history check and child protection index search under IC 20-26-5-10.

Additionally, an instructor is considered a teacher for purposes of collective bargaining.

**Guidance:**

The focus of this legislation is to enable school corporations, schools, or secondary school vocational programs to staff not more than 50 percent of the CTE courses offered with non-licensed instructors as long as they meet the identified level of work experience and/or education/training.

It is important to note that using non-licensed instructors is an option for school districts. Although it would be anticipated that districts would initially prefer using licensed teachers to teach CTE courses, there may be certain circumstances, based upon teacher shortage, when a non-licensed individual with the appropriate work experience and education and/or training may be a district's only option to avoid eliminating a CTE program. A district may also see a need to use a workforce partner to teach less than a full day schedule in a particular CTE course. This legislation gives districts the flexibility to do so.

CTE funding and student credit eligibility will not be impacted by districts utilizing this legislative option.

If you have any questions, please contact Dr. Andrew Melin at (317) 234-3880 or e-mail at [amelin@doe.in.gov](mailto:amelin@doe.in.gov).

This bill was authored by Representative Holli Sullivan and full bill text can be found [here](#). Information regarding how to contact your legislators can be found [here](#).