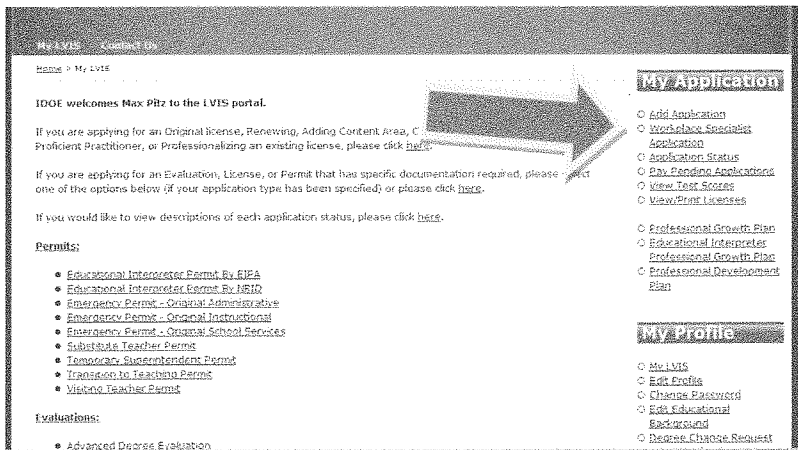


Conversions of Workplace Specialist 1 to Workplace Specialist 2

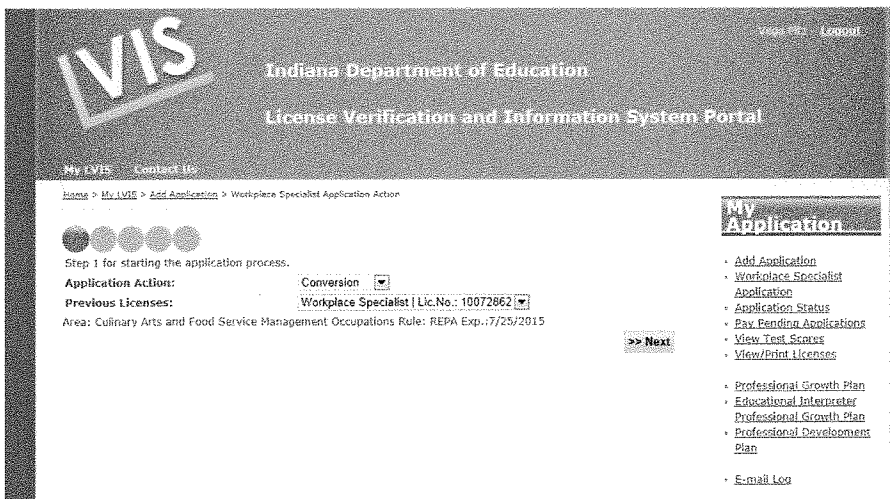
The 1st step of completing an application for WS1 to WS2 conversion application should be that you prepare your 1st Professional Development Plan—"Proposed Plan" and have your CTE Director approve it. This is a statement of objects or goals that you'd like to accomplish over the next 5 years toward the renewal of your WS2 license. This will remain on file with your CTE-Director.

Conversion Application (once PDP is approved)

1. Choose "Workplace Specialist Application" from your "My LVIS" home screen.



2. In Step 1 of the Application Process, choose "Conversion" from the drop down menu, then choose your license number and then press "NEXT".



3. In Step 2 of the application process, you will indicate an employment institution if you have not already done so. Then you will press "Next"

Home > My LVIS > Add Application > Application Recommending Institution

In order to route your application to the appropriate individuals for approval, please verify the following employment information is correct:
Employer Name: Twin Rivers Career & Tech Ed Area - 1425

If this information is not correct, please update your information and return to this application.

If you are applying for a Workplace Specialist License, Emergency Permit, Transition to Teaching Permit, or Visiting Teacher Permit **this is the school/school corporation where you are employed**. If you are applying for a Substitute Teacher permit, it is the school/school corporation where you are employed or intend to be employed. We need this information because the administrator at this school/school corporation must approve your application and potentially your PDPs/PDPs for renewal. To continue this application you must identify an employing school/school corporation. If your school is missing from the drop down list, please contact DOE at licencin@doe.in.gov.

<< Previous Save For Later >> Next

4. In Step 3 of the application process, you will answer all legal questions. If you answer “yes” to any of these you must upload supporting documentation explaining the situation.
- a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Criminal History

Please answer the following questions.

1. Have you ever been convicted of a felony? Yes No

2. Have you ever been convicted of a misdemeanor since February 6, 1998? Yes No

3. Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? Yes No

<< Previous Save For Later >> Next

5. In Step 4 of the application process, you will upload your CPR/AED/Heimlich card and your TABE score results.
- a. You will press “Next” when done.

Home > My LVIS > Add Application > Application Requirements

The following information is required for your application based on the current information in your application. Please include all required documentation. Empty files will not be uploaded to the system. File names must be less than 150 characters.

The only allowed file types are: pdf, txt, doc, docx, jpg, xls, xlsx, and ppt.

For more information regarding CPR requirements, please visit the [DOE website](#).

Please upload required documentation below:

Document	Upload
*Certification of Score at 12th Grade on all 3 Sections of TABE	<input type="text"/> <input type="button" value="Browse..."/>
*Proof of CPR / Heimlich / AED Certification	<input type="text"/> <input type="button" value="Browse..."/>

If you were deficient in one or more areas of the TABE, please upload the transcript below from the university where you took the course(s) and earned a B or higher to satisfy the deficiency in the TABE content area(s). If needed, you may upload up to three different transcripts.

Please upload optional documentation below. You may be required to provide these documents prior to evaluation:

Document	Upload
Transcripts (MUST BE OFFICIAL)	<input type="text"/> <input type="button" value="Browse..."/>
Transcripts (MUST BE OFFICIAL)	<input type="text"/> <input type="button" value="Browse..."/>
Transcripts (MUST BE OFFICIAL)	<input type="text"/> <input type="button" value="Browse..."/>

<< Previous Save For Later >> Next

My Application

- Add Application
- Workplace Specialist Application
- Application Status
- Pay Pending Applications
- View Test Scores
- View/Print Licenses

School Information

- Work Queue
- Application Status Search
- Report Educator Offense

My Profile

- My LVIS
- Edit Profile
- Change Password
- Edit Educational Background
- Degree Change Request
- School/ School Corporation Employer
- Role Request

6. In Step 5 of the application process, you will be given a summary of your application. If everything looks fine, please read the Loyalty Affidavit at the bottom and then hit Submit Application.

Confirm Your Application

Instructions:

1. Please review your application carefully.
2. To return to previous steps in the application process, use the 'Previous' button below.
3. When you have reviewed this entire page and are sure that the information is accurate, sign the application by clicking the 'Submit Application' button.

Step 1: Action Requested

Application Action: Original
 Application Type: Workplace Specialist
 Content Area: Police Training

Step 2: Recommending Employer

Your employment for this application is noted as: Tien Rivers Career & Tech Ed Area - 1428

Step 3: Criminal History

Have you ever been convicted of a felony? **No**
 Have you ever been convicted of a misdemeanor since February 6, 1999? **No**
 Have you ever had a credential, certificate or license to teach denied, revoked or suspended in Indiana or in any other state? **No**
 No Criminal history documents for this application.

Step 4: Application Requirements

Application Requirement documentation uploaded for this application

Proof of CPR / Heimlich / AED Certification
 Verification of Work Experience

Step 5: Loyalty Affidavit

I solemnly swear (or affirm) that I will support the Constitutions of the United States of America and of the State of Indiana.

By clicking the 'Submit' button below, I certify that the information contained in this application for licensure in Indiana is true and accurate to the best of my knowledge and belief. Misrepresentations made in this application may constitute grounds to deny, suspend, or revoke a license.

Document compiled and last revised 4/26/11 10:11:55A

- [Add Application](#)
- [Withdraw Specialist Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Educational Information](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

School Information

- [Work Queue](#)
- [Application Status Search](#)
- [Report Educator Offense](#)

CTE Director

- [Work Queue](#)
- [Application Status Search](#)

My Profile

- [My LMS](#)
- [Join Profile](#)
- [Change Password](#)
- [Edit Educational Background](#)
- [Reset Change Password](#)
- [School/School Corporation Employer](#)
- [Role Request](#)

7. You will then be taken to a page that looks like this. Please click on ["Click here" to pay for all pending applications.](#)

- a. As soon as you pay for your application, it is finalized and you will be given a confirmation.

Home > My Profile > Add Application > Application Complete

You have successfully submitted your application. Please be aware you must first complete the payment process before your application (s) will be reviewed. You will then be notified, by email, of any status changes and/or questions we may need answered to complete the application process.

[Click here](#) to create a new application for a different license.

[Click here](#) to pay for all pending applications

[Click here](#) to view statuses for all your current applications.

[Click here](#) for the home page.

My Applications

- [Add Application](#)
- [Withdraw Specialist Application](#)
- [Application Status](#)
- [Pay Pending Applications](#)
- [View Test Scores](#)
- [View/Print Licenses](#)
- [Professional Growth Plan](#)
- [Educational Information](#)
- [Professional Growth Plan](#)
- [Professional Development Plan](#)

The application will then be routed to the CTE-Director to approve. Once it is approved it will go to the Dept of Education to issue. The applicant will be notified via email as soon as it is issued.

**Workplace Specialist
Professional Development Plan
Point Values and Experiences**

The workplace specialist teacher must have the approval of area career and technical director and university teacher trainer for each option. A workplace specialist teacher must have a minimum of 90 total points to be eligible for renewal of their license. A maximum of 45 points per five years can be in the trade area, unless the option is college coursework or service as an elected officer in a professional organization. The same activity cannot be used twice in a five-year renewal period, unless the option is college coursework or service as an elected officer in a national organization.

Option	Maximum Points	Point Value	Required Verification	Expected Signatures
College Credit that would apply toward a degree in education or in their trade area	<ul style="list-style-type: none"> 90 points/5 years 	<ul style="list-style-type: none"> 1 semester hour = 15 points 1 quarter hour = 10 points 	<ul style="list-style-type: none"> Official transcripts earned from an accredited college Must be a grade of "B" or better or a "p" in pass/fail 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer
In-Service Credit	<ul style="list-style-type: none"> 45 points/5 year period 	<ul style="list-style-type: none"> 1 hour = 1 point 	<ul style="list-style-type: none"> In-service Credit Approval Slip Course Attendance slip with number of hours indicated 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Program Provider(s)
Professional Conference/ Workshop/Institute/ Seminar	<ul style="list-style-type: none"> 45 points/5 year period 	<ul style="list-style-type: none"> 1 hour in workshop = 1 point 	<ul style="list-style-type: none"> Original certificate of attendance or completion Letter from supervisor conference staff Copies/Exhibits of products developed by applicant 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Program Provider(s)
New Teacher Mentoring	<ul style="list-style-type: none"> 36 points/5 year period 	<ul style="list-style-type: none"> 1 clock hour = 1 point 	<ul style="list-style-type: none"> Signed mentor form 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer
Peer Assistance	<ul style="list-style-type: none"> 25 points/5 years 	<ul style="list-style-type: none"> 1 clock hour = 1 point 	<ul style="list-style-type: none"> Documentation form with signature of school principal 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer
Internship in Trade Area	<ul style="list-style-type: none"> 40 points/5 years 	<ul style="list-style-type: none"> 1 hour = 1 point 	<ul style="list-style-type: none"> Documentation form and summary of observation including signature from company representative and administrator or transcript 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Company Rep (Human Resources Director)

Option	Maximum Points	Point Value	Sample Verification	Expected Signatures
Educational Publication	<ul style="list-style-type: none"> 45 points/5 years 	<ul style="list-style-type: none"> 1 point = 500 words or less 5 points = 501 to 1500 words 10 points = 1501 words or more 45 points for published book 	<ul style="list-style-type: none"> Copy of publication with article Must contribute to the profession or add to the body of knowledge in the individual's specific field Must be commercially published or formally approved document or formally published by a recognized state or National organization or agency 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer
*Elected Officer in Professional State or National Organization *One time only option in a career for state service. *One time only option in a career for national service.	<ul style="list-style-type: none"> 45 points/5 years for state organization 90 points/5 years for national organization 	<ul style="list-style-type: none"> One year of service = 45 points for state service One year of service = 90 points for national service 	<ul style="list-style-type: none"> Evidence of service to include meeting minutes, newsletters showing organization's activities, etc. Documentation verifying election and completion of term 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Appropriate Signature From Organization
Successful Completion of Nationally Recognized Certificate Program *Renewal of certificate without an exam cannot be used for PGP	<ul style="list-style-type: none"> 45 points/5 years 	<ul style="list-style-type: none"> 45 points for certificate 	<ul style="list-style-type: none"> Copy of official certificate awarded Test scores must be submitted 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Program Provider(s)
Cooperating Teacher (for an undergrad practicum)	<ul style="list-style-type: none"> 15 points/5 year period 	<ul style="list-style-type: none"> 1 point/assignment 	<ul style="list-style-type: none"> University/college documentation form 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Appropriate University Rep, if not same person as University Teacher Trainer

Option	Maximum Points	Point Value	Required Verification	Expected Signatures
Curriculum Development	<ul style="list-style-type: none"> 45 points/5 year 	<ul style="list-style-type: none"> 1 hour = 1 point 	<ul style="list-style-type: none"> Documentation form Written evidence endorsed by administrator including copy of curriculum 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Building Principal
Presentation In Teaching Field or Formal Setting	<ul style="list-style-type: none"> 10 points/5 year period 	<ul style="list-style-type: none"> 1 hour = 1 point maximum of one point for same presentation the same presentation may only be used one time for point value 	<ul style="list-style-type: none"> Agenda/Program listing presentation Outline of presentation 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Program Provider(s)
Professional Programs/ Organization Committee Membership	<ul style="list-style-type: none"> 30 points/5 years 	<ul style="list-style-type: none"> 1 hour = 1 point 	<ul style="list-style-type: none"> Documentation form Letter from organization as signed and endorsed by officer on committee assignment Proof of membership and participation 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Committee Chair
School Accreditation Activities (up to two different teams)	<ul style="list-style-type: none"> 50 points/5 years for chair 30 points/5 years for team member 	<ul style="list-style-type: none"> 25 points/team for chair 15 points/team for team member 	<ul style="list-style-type: none"> Documentation from school superintendent and accreditation organization 	<ul style="list-style-type: none"> Area Career & Technical Director University Teacher Trainer Accreditation Team Chair, if team member
CTSO (Career and Technical Student Organizations)	<ul style="list-style-type: none"> 30 points/5 years 	<ul style="list-style-type: none"> 5 points for regional participation 10 points for state participation 15 points for national participation 	<ul style="list-style-type: none"> Verification of award Documentation of scoring report Winner's List Verification of service or participation 	<ul style="list-style-type: none"> State Director/Department of Education Area Career & Technical Director University Teacher Trainer

Professional Development Plan – Workplace Specialist – REPA

Name: _____ Program Area: _____

Expiration Date of Current License: _____

(Note: Expiration date of current license, not new license being requested)

A minimum of ninety (90) hours of professional development experience is required during the five (5) year period of the WS II license. Typically, the professional development must be a mixture of at least two of the following: 1) teaching skills, 2) trade skills, and 3) basic skills. Carefully review the Point Chart and the Objectives and Activity Description document. Then, specify your plan here:

Professional Development:

Objective 1:

(A statement identifying a weakness in skill or knowledge that a candidate intends to improve through an activity)

Activity 1:

(How the new or improved knowledge and skills are to be gained)

Objective 2:

Activity 2:

Objective 3:

Activity 3:

Approval:

Date:

Approval:

Date:

(CTE Area Director Signature)

(Teacher Signature)

NOTE: Copies must be retained by career and technical education director and workplace specialist teacher. Building administrators or support staff may not approve or verify completion.

**Professional Development Plan
Change Request Form - REPA**

NOTE: Attach copy of original PDP with the request to the PDP representative.

Name: _____ Program area: _____

Request change of activity FROM:

Request change of activity TO:

Reason for making change request:

New Objective: (If applicable)

Approval	Date	Completion	Date
_____ (Teacher)	_____	_____ (Teacher)	_____
_____ (C & T Area Director)	_____	_____ (C & T Area Director)	_____

NOTE: This form must be attached to original PDP when applying for a renewal of a WSII license. Copies must be retained by career and technical education director **and** workplace specialist teacher.
Building administrators or support staff may not approve or verify completion.

PLEASE TYPE OR WORD PROCESS – HANDWRITTEN DOCUMENTS WILL NOT BE ACCEPTED!

Common mistakes on PDP's

There are many common mistakes or misunderstandings related to preparing PDP's. The list below gives examples of scenarios that are not acceptable for PDP's that are frequently submitted.

Please note:

These are examples of PDP's and/or single activities that would not be acceptable.

- 1) If using 45 points for trade content related curriculum development combined with 45 points of trade related updating or trade related college course work (like ISU summer workshop).
- 2) Summer work with special arrangement for a one time or annual internship for a single individual.
- 3) Home show (or other trade show) general attendance.
(Note: conferences and trade show general attendance does not apply, only workshop and seminar time that can be documented at these events apply)
- 4) Any activity that cannot be documented with official evidence (certificates, transcripts, or other documentation as identified in point chart)
- 5) Tours of other schools programs.
- 6) Student field trips.
- 7) Consultation with other teachers (except as specifically noted and documented in point chart)
- 8) Presentations to other teachers for in-service when the presentation is for any school within the employing school system.
- 9) Summer employment within a related trade, unless this is related to a recognized internship.
- 10) Training and education that do not have a specific application or benefit to the program area of the license held such as: physical education, music, art, religious studies, etc (whether college courses or other formats).
- 11) Independent educational strategies that cannot be well documented. (Some correspondence, online education, or other distance learning instruction is delivered without any supporting evidence. Be sure these types of activities are documented with transcripts, certificates, CEU's or CRU's.)

12) Professional organization membership. (Note: Only professional activities within an organization qualify, such as: serving on an active committee, chairing a committee or holding a primary officers position in the organization.)

13) Publications in school newsletters or local newspapers.

14) Informal peer assistance. (Any peer assistance used must be documented and arranged through the primary school administrator).

What category is it: Pedagogy, Basic Skill, or Trade Area?

There are many areas that have some features shared among multiple categories. This reference will assist in identifying the category that some of these professional development activities will be considered for Professional Development Plan (PDP) purposes.

Pedagogy	Basic Skills	Trade Area (45 points maximum)
College classes directly related to the degree requirements for Career and Technical or other teaching major. (Note: General studies would not apply to this category in most cases) Workshops, seminars, or in-service for teaching strategies including classroom, student assessment, learning styles, gradebook software, PowerPoint or similar software, etc. Presentations at professional conferences or to educator groups, <u>excluding employing school system</u> , for teaching topics other than trade specific topics. Documented committee or leadership duties in a professional educator organization other than a trade specific organization or affiliate. Note: Curriculum development is categorized by the content area developed.	Most college classes other than education classes, with the exception of some liberal arts classes that are not directly applicable to skills required in a lab classroom (ex. physical education, art, music, etc.). For certain trade areas, some liberal arts may be applicable. Workshops, seminars, or in-service for supporting skills such as: reading, writing, speaking, advanced mathematics, sign language (if applicable), new general application software applications (word processing, spreadsheets, graphics, etc.). Presentations to professionals outside of employing school system in academic topics (see workshops). Curriculum development for non-trade specific content (math, reading, writing, etc.)	College classes in trade related topics, including software applications that are trade specific. (90 points may be earned if <u>all 90 points</u> are in college credit) Workshops, seminars, or in-service for topics primarily targeting trade specific topics, such as Indiana State University summer workshops or workshop planning. Presentation of trade specific topics to professionals, <u>excluding employing school system</u> . Documented committee or leadership duties in a professional trade specific organization, including trade specific educator organizations/affiliates. Curriculum development for trade specific content. (Note: Most curriculum development for CTE programs will fall under this category.) This requires submitting documentation for old curriculum and new curriculum.

Pedagogy (con't)

Formal teacher internships that are not trade area specific, including college-based internship programs. (**Special Note:** These must be established and recognized by the Department of Education or an established accrediting agency or organization. Special individualized arrangements for one participant, like a summer, evening, or weekend work arrangement, will not qualify.)

Initial WSI mentoring program does not apply toward professional development license renewal requirements.

If a teacher serves as a primary officer in a national (or international) education professional organization for one year of the license renewal cycle, this would satisfy the entire professional development requirement.

Basic Skills (con't)

Trade Area (con't)

Formal internship programs that are trade related, including college-based programs. (**Special Note:** These must be established and recognized by the Department of Education or an established accrediting agency or organization such as a trade union. Special individualized arrangements for one participant, like a summer, evening, or weekend work arrangement, will not qualify.)

Special exceptions:

- 1) If all 90 points are in college credit, then the activities may all be in the trade area.
- 2) Teachers possessing a four year degree in education may propose 90 points in trade area activities.
- 3) If a teacher serves as a primary officer in a national for one year of the license renewal cycle (or international) professional organization, this would satisfy the entire professional development requirement.

Objectives and Activity Descriptions

There is a distinct difference between objectives and activities as they apply to PDP's. Below each term is described and examples of acceptable statements are given. Each numbered objective example is matched to the similarly numbered activity. Note that the minimum total must be equal to 90 points. Be familiar with limits on points allowable for any single category of training or format of training. There are very few options that will allow all 90 points to be in a single type of activity or objective. Be sure to match objectives to activities. Each objective should have at least one activity related to it.

An objective is a statement identifying a weakness in skill or knowledge that a candidate intends to improve through an activity. It does not identify the format of training involved.

Examples of acceptable objectives:

- 1) Improve knowledge and skills related to classroom management or discipline.
- 2) Learn to use PowerPoint software for classroom presentations.
- 3) Learn sign language to better communicate with hearing impaired students.
- 4) Explore new methods, materials, and tools used in building trades.
- 5) Expand knowledge related to student learning styles.
- 6) Improve effectiveness of the marketing CTSO program.
- 7) Update and improve the nursing curriculum.
- 8) Expand involvement in ACTE at the national level.

An activity is a statement of how the new or improved knowledge and skills are to be gained. In other words, a description of the training, education, or other professional development format to be used to learn. (**Please note** that each activity should indicate the minimum number of hours and the total of all activities should be equal to 90 points.)

Examples of acceptable activities:

- 1) Complete a 3 three credit hour course in classroom management at an accredited teacher education institution (45 points).
- 2) Complete 30 hours of workshop and/or seminar training for PowerPoint software (30 points)
- 3) Complete a 45 clock hour class at the Indiana Deaf School (45 points).
- 4) Complete an internship of a minimum of 45 clock hours through an established carpenters union internship program (45 points).
- 5) Take 30 clock hours of level one 4-Mat training (30 points).
- 6) Involve CTSO members in regional, state, and/or national competition (minimum of 30 points) [Note points vary according to level attained by students]
- 7) Revise 6 units of curricula for the nursing program involving a minimum of 45 documented clock hours (45 points)
- 8) Serve as a national officer for ACTE for one year (president, regional vice president) (90 points).

Web URL's of interest.

General Occupational/Workplace Specialist information.

<http://scotton.iweb.bsu.edu/os.htm>

PDP forms, instructions, point chart, and advisor contact information.

<http://scotton.iweb.bsu.edu/PDP.htm>

IDPS homepage: <http://www.doe.state.in.us/dps/>

Specific OS links at IDPS:

<http://www.doe.state.in.us/dps/licensing/occupational/welcome.html>

<http://www.doe.state.in.us/dps/licensing/assignmentcode/welcome.htm>

IDOE homepage: <http://ideanet.doe.state.in.us/>

Office of CTE - IDOE homepage: <http://www.doe.state.in.us/octe/welcome.html>

BSU internet or distance education links:

Online undergraduate general studies degrees (associate's and bachelor's)

<http://www.bsu.edu/distance/independent/>

Schedules for internet, televised, or live workshop classes (primarily graduate)

<http://www.bsu.edu/distance/schedule/>

Online CTE or Tech Ed graduate degree programs

<http://www.bsu.edu/distance/article/0,,7488--,00.html>

BSU homepage: <http://www.bsu.edu>

Also contact Dr. Sam Cotton: scotton@bsu.edu or 1-765-285-5640

ISU internet or distance education links:

Distance education homepage

<http://www.indstate.edu/distance/>

Industrial Technology Department Homepage (with links to CTE information)

<http://www.indstate.edu/ite/>

Also contact Dr. Tony Gilberti

tchgilb@isugw.indstate.edu or 1-800-468-5236

ISU Homepage: <http://www.indstate.edu/>

Purdue internet or distance education links:

Distance education homepage:

<https://www.continuinged.purdue.edu/distance/courses/>

Purdue homepage: <http://www.purdue.edu>

Also contact Dr. James Greenan

jgreenan@purdue.edu or 1-765-494-7314