



TO: Superintendents, Principals, and CTE Directors

FROM: Dr. Scott Syverson, IDOE, Chief Talent Officer
Amanda McCammon, IDOE, Director, PK-16
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DATE: December 15, 2017

RE: Career & Technical Education Form 30A - Teacher Licensing/ Reporting Audit Findings

As a result of the work completed by the Graduation Pathways Panel, the Indiana Department of Education conducted an audit of the instructor licensing information collected within the 2017-18 Form 30A. During this audit, all instructors, reported for funded Career & Technical Education (CTE) courses on Form 30A, were reviewed by IDOE staff. Several schools were found to have instructors listed with incorrect licenses.

Schools with incorrect license information reported on the 30A will be required to correct teacher licensing information in the INTERS system in order to continue to have access to remaining 30A funds for the 2017-18 school year. Schools that require these licensure corrections within the Form 30A will be contacted directly by the IDOE through an email by January 3. In the communication, guidance will be provided for schools to 1) correct any identified reporting errors; 2) submit additional evidence to support properly licensed teachers; and/or 3) be given information to secure an emergency permit for teachers without appropriate credentials.

Going forward, 30A fund disbursement will be contingent upon schools having the correct instructor credentials for all CTE courses. This aligns with the expectations set forth by the State of Indiana for any teacher to hold appropriate credentials for their teaching assignments.