



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents and Principals

From: Lynn Schemel, Chief Academic Officer

Date: February 5, 2024

Subject: High School Personal Financial Responsibility Course and Career Planning and Coaching Standards

Personal Financial Responsibility

Pursuant to Indiana Code [\(IC\) 20-30-5-19](#) (2023), each school corporation, charter school, and state accredited non-public school must include instruction concerning personal financial responsibility in its high school curriculum. The Indiana Department of Education (IDOE) provides the following guidance to support implementation of this course requirement for students in grades eight through 12 beginning with the 2028 cohort:

Eligible Courses

- 4540 PFR: Personal Financial Responsibility (Preferred):** Completion will satisfy a Directed Elective requirement.
 - Duration: One semester, one credit.
 - Licensure Requirements: Any grade five through 12 secondary educators who hold valid Indiana licensure (i.e., instructional, administrator, counselor) and have financial/math/business professional development, training, or work experience may teach this course. Additionally, an adjunct teacher holding a locally-issued adjunct teacher permit for teaching at the secondary level may also instruct this course if they have work experience or training in finance/math/business.
 - Locally-Identified Curriculum: Use of any locally-developed or commercially-available curriculum (e.g, print, online) aligned with course standards will satisfy this course requirement. Standards are housed in the Indiana Commission for Higher Education's (ICHE's) [Next Level Programs of Study \(NLPS\) Review Document](#).
- 7150 PFB: Personal Finance and Banking (Alternative):** This option is only recommended for students intending to pursue Career and Technical Education (CTE) concentrator status in the Finance and Investment Program of Study. Students must complete Principles of Business Management (4562) and Personal Finance and Banking (7150) to meet the requirement through this option. Completion will satisfy a Directed Elective requirement.
 - Duration: Two semesters, two credit hours.



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- b. Licensure Requirements: Instructor requirements for all courses in the Finance and Investment Program of Study can be found in the [2023-2024 NLPS Assignments Codes](#).
- c. Locally-Identified Curriculum: Use of any locally-developed or commercially-available curriculum (e.g, print, online) aligned with course standards will satisfy this course requirement. Standards are housed in ICHE's [NLPS Review Document](#).

Descriptions for both courses can be found in IDOE's [2024-2025 High School Course Titles and Descriptions](#).

Career Planning and Coaching Standards

Pursuant to [IC 20-30-5-24](#) (2023), the Indiana State Board of Education (SBOE) in collaboration with ICHE adopted career planning and coaching standards for a career awareness course. Effective July 1, 2024, each school corporation, charter school, and state accredited non-public school must implement a career awareness course. In [December 2023](#), SBOE approved use of the existing Preparation for College and Careers course to satisfy this course requirement. SBOE approved new and updated standards to provide comprehensive instructional support for this course.

IDOE defines this guidance to support implementation of this course requirement for students beginning with the grade 9 cohort in 2030:

1. [5394 Preparing for College and Careers \(pages 456-459\)](#): Completion of this course will satisfy a Directed Elective requirement.
 - a. Duration: One or two semesters; one credit per semester, two credits maximum.
 - b. Licensure Requirements: Any grades five through 12 secondary educators who hold valid Indiana licensure (i.e., instructional, administrator, counselor) or Workplace Specialist license may teach this course.
 - c. Locally-Identified Curriculum: Use of any locally-developed or commercially-available curriculum (e.g, print, online) aligned with course standards will satisfy this course requirement. Standards are housed in the NLPS Review Document, which is regularly updated on ICHE's [Career Pathways / Programs of Study webpage](#).
 - d. Additional Flexibility: This course may be taught to students enrolled in grade eight.

Course descriptions are available in IDOE's [2024-2025 High School Course Titles and Descriptions](#).

Please contact IDOE's [Office of Teaching and Learning](#) or ICHE's [Office of Career and Technical Education](#) with any questions.