

Meeting English Learner Teacher of Record Requirements

Every English learner (EL) is entitled to receive English language development instruction via a qualified teacher who acts as the “EL Teacher of Record.” In order to ensure compliance while valuing the experience and expertise of educators who serve ELs but do not yet hold their English as a New Language (ENL) Professional Educator License, IDOE has developed the following rubric to document the alternate qualifications of EL teachers who do not currently hold an ENL Professional Educator License.

In order to meet Indiana requirements to serve as an EL Teacher of Record, the candidate must meet at least one of these criteria:

- 1) The candidate holds a valid Indiana English as a New Language (ENL) Professional Educator License; **or**
- 2) The candidate meets the requirements of the Indiana EL Teacher of Record Rubric (as reviewed and verified by an LEA administrator), as detailed below, on or before September 1, 2022.

To be eligible to serve as an EL Teacher of Record under the Rubric, the candidate must meet the following prerequisites:

- The candidate holds an Indiana Professional Educator License with an initial issue date on or before September 1, 2019.
- The candidate has at least one year of P-12 teaching experience in or out of state.
- The candidate has a letter of recommendation from a supervising administrator.

A candidate who meets the above prerequisites may meet the requirements of the EL Teacher of Record Rubric by attaining a total of at least one hundred points on the attached rubric, with a minimum of fifteen points earned through second language acquisition coursework. The candidate and the local education agency are responsible for ensuring compliance with these requirements and maintaining documentation as part of local records.

Indiana EL Teacher of Record Rubric

Indicator	Description	Example Evidence	Calculation	Points
Second Language Acquisition Coursework	Undergraduate or graduate level content specific coursework in second language acquisition from an Accredited Institution. <i>Coursework must be part of an educator preparation track leading to ENL licensure.</i>	Transcripts from an Accredited Institution of Higher Education	15 points for each 3-credit hour course <i>Minimum of 15 points <u>must</u> come from this category</i>	
Years of Teaching Experience serving as the EL Teacher	The total number of years the teacher has provided/overseen direct English language development instruction to English learners with an educator rating of effective or higher.	Verification by local administrator(s) And/or Educator’s verified licensure renewal forms	10 points for each year providing/overseeing direct English language development instruction to English learners. <i>Maximum of 70 points may come from this category</i>	
Professional Development Activities	Professional Development activities that are specific to English learner students: <ul style="list-style-type: none"> • Attendance/presentation at a regional, state, or national professional conferences/seminars/workshops • WIDA trainings/webinars (other than required assessment administration trainings) 	Certificate of completion issued by the provider or LEA And/or Verification and review by the LEA	1 point for each professional growth point awarded <i>Maximum of 50 points may come from this category</i>	



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DEPARTMENT OF EDUCATION

Working Together for Student Success

	<ul style="list-style-type: none">Local workshops, seminars, or professional learning communities with a targeted EL focus (verified by LEA)			
A total of 100 points , including at least 15 points through coursework , are required to meet these requirements.				
Candidate Name:		Total Points:		
Candidate Signature:		Date:		
Verifying Local Education Agency:				
Administrator Name:		Administrator Title:		
Administrator Signature:		Date:		