

Checklist – Renewing a Indiana Instructional or Administrative Educator License

- Complete the entire Application for Indiana Educator License, [State Form 9331](#).
- Answer Section E questions 1-3. Sign your name verifying that the information on the application is accurate.
- Attach a \$35.00 cashier's check or money order, made payable to the State of Indiana, to the application.
Applications with cash or personal checks will be returned. ALL FEES ARE NON-REFUNDABLE.
- Attach a copy, front and back, of your Indiana License being renewed or a copy of your license information from the [Indiana Educator License Lookup](#)

Rules 46-47; Bulletin 400; Bulletin 192 (Choose one)

- Submit all materials to the licensing advisor at the Indiana institution, where you completed the six (6) semester hours of renewal coursework. If the renewal coursework was completed at more than one institution, it is only necessary for one institution to verify completion of coursework. **Your licensing advisor will submit your renewal.**
- Submit all materials and official out-of-state transcripts of six (6) semester hours earned within the last five (5) years directly to the Division of Professional Standards for renewal of your license.
- Submit all materials and Continuing Renewal Unit (CRU) certificates showing you have completed 90 CRUs* within the preceding five (5) years directly to Division of Professional Standards.
- Submit all materials and Continuing Renewal Unit (CRU) certificates to the licensing advisor at the institution where you completed your renewal coursework, if you are renewing on the basis of semester hours and CRUs*.
- Submit all materials and a copy of your [Professional Growth Plan](#) (PGP) approval letter directly to the Division of Professional Standards for renewal. This option is available for all licensure Rules. NOTE: Once the PGP is used; you must renew this license using PGP hereafter, regardless of licensure rule.

*You must have earned a Master degree or 36 graduate semester hours to renew with Continuing Renewal Unit (CRU). Fifteen CRUs are equivalent to one semester hour. At least fifteen CRUs must be earned to be used for licensure renewal.

Rules 2002 (Follow the one option that best fits your situation and license type.)

- Initial Practitioner (2-Year) license holders that have **not completed** IMAP must submit all materials and a one paragraph statement explaining that you have not completed IMAP and why.
- Initial Practitioner (2-Year) license holders that have completed IMAP must submit all material and the IMAP Completion letter you received from the Office of Educator Licensing and Development. If you have completed IMAP and have not a IMAP Completion letter contact Katie Russo at krusso@doe.in.gov
- Proficient Practitioner (5-Year) license holders must submit [Professional Growth Plan](#) (PGP) directly to the Division of Professional Standards for renewal approval 120 days prior to the expiration date. After you receive approval letter, submit all materials and a copy of your approval letter for renewal.

Mail the completed forms and materials to:
Office of Educator Licensing and Development
151 W. Ohio Street
Indianapolis, IN 46204-2798