What is IMAP? (Indiana Mentoring and Assessment Program)

After receiving an Initial Practitioner License, beginning teachers, administrators and school service personnel will participate in a two-year period of mentorship. The culmination of this mentorship period is the completion of a specific assessment piece.

Year Two Teachers and School Service Personnel will complete the assessment piece with their Building Level Administrator, Principal, Supervisor or Director. A portfolio is no longer required.

Year Two Administrators will complete the online self assessment through Moodle and submit the Individual Development Plan Summary form.

Once these requirements have been met, Year Two IMAP candidates will be eligible for their five year Proficient Practitioner license.

Who Must Participate in IMAP?

Teachers, administrators and school service personnel who hold an Indiana Initial Practitioner license must participate in IMAP to move up to the five-year Proficient Practitioner license. More specifically, the following individuals must participate:

- Individuals employed on a contract for 120 days or more at an Indiana public school or an accredited non-public school in a subject area covered by his or her license;
- Individuals who hold an Indiana Standard License or Reciprocal License issued before July 1, 2006, with an internship requirement and have not completed the internship requirement; and
- Individuals without two years of experience as licensed teachers in out-of-state accredited schools.

Teachers and School Services Personnel will submit their IMAP completion letter from their Building Level Administrator/Principal/Supervisor/Director when they apply for their license conversion.

Applicants need to complete both a profile and an application and pay for the application through our online Licensing Verification and Information System (LVIS).

Administrators will submit a copy of their ISLSA results, the Individual Development Plan Summary, complete a profile and an application, and pay for the application through LVIS.

* Please be advised that your administrator must e-mail the completed IMAP approval form before you submit your materials to IDOE.

2nd Year Teachers, Administrators and School Service Personnel

(school counselors, school nurses, school social workers, school psychologists)

Check Your License:

Reciprocal License – This is issued if you have an out-of-state license, and you are meeting your deficiencies noted in an evaluation of your credentials. You MAY NOT enroll in Year Two of IMAP.

Emergency Permit – This license is requested by your school corporation to fill a need in a shortage area. You MAY NOT enroll in Year Two of IMAP.

Rules 46-47 License – This is a standard license. Teachers: If this is your first year of teaching, refer back to First Year Teachers, Administrators and School Service Personnel information. Administrators and School Service Personnel: There are no internship requirements under this rule for administrators and school service personnel.

Rules 2002 and REPA- Initial Practitioner License – Teachers: Most recent graduates will hold this instructional license. You MUST be enrolled in Year Two of IMAP. Administrators: You must currently hold an administrative position to participate in IMAP.
Role of the Mentor

In most schools, a mentor has been assigned to help a new teacher with day to day operations, classroom situations, curriculum issues, etc. The State no longer requires new teachers to have a mentor to complete their IMAP requirements. However, the beginning teacher MUST enroll in IMAP for the year to count toward his or her IMAP requirements.

Requirements for Year Two IMAP Candidates

During the year you may work with a mentor and fulfill any requirements set forth by your specific school corporation. At the end of Year Two, the following statements (based on your situation) should be true:

- **Reciprocal License** – You should NOT have been participating in IMAP in Year Two.
- **Emergency Permit** – You should NOT have been participating in IMAP in Year Two.
- **Rules 46-47 License** – You should have completed your internship in Year One.

**Rules 2002 and REPA Initial Practitioner’s License** – Teachers & School Service Personnel must be enrolled in Year Two of IMAP. You will complete the appropriate IMAP Assessment Tool with your Principal/Building Level Administrator/Supervisor/Director. A completion letter will be given to you by your Principal/Building Level Administrator/Supervisor/Director. This completion letter must be submitted with the application materials to obtain the Proficient Practitioner License. Administrators must be enrolled in Year Two of IMAP. You will receive an email notification within two weeks of enrolling in IMAP from the Indiana Department of Education that will give you directions for completing the Indiana School Leaders Self Assessment (ISLSA) 2015 through Moodle. In addition to completing the ISLSA, the Individual Development Plan Summary form must also be completed. A copy of the ISLSA report card showing an 80% pass rate in all categories and the Individual Development Plan Summary form must be submitted with application materials to obtain the Proficient Practitioner License.

**IMAP Information Links**

- School IMAP Approval Form
- 1st Year IMAP Teachers, Administrators and School Service Personnel (school counselors, school nurses, school social workers, school psychologists)
- 2nd Year IMAP Teachers, Administrators and School Service Personnel (school counselors, school nurses, school social workers, school psychologists)
- IMAP Responsibilities of Building Level Administrators, Principals, Directors and Supervisors

IMAP is the required internship that all educators (teachers, administrators, and school service personnel) with Initial Practitioner licenses must complete in order to be eligible to convert to the five-year Proficient Practitioner license. If employed by a school, the educator may enroll and complete both Year 1 and Year 2 in IMAP (see above) ~OR~ complete 2 years of teaching and obtain 40 PGPs in order to complete the internship.

The Initial Practitioner license, which is valid for two (2) years, may be renewed for another two years twice (for a total of 6 years since you got your initial license) before any additional coursework is required. If you are going to renew your license and you are not employed by a school, you can write a letter stating that you have not completed IMAP because you are not employed by a school yet. You upload this letter like you do your CPR card and send it with your online application to renew.

Initial Practitioner (2-Year) license holders who have completed IMAP - submit all materials and the IMAP completion letter you received from your principal/supervisor/director. Your school/school corporation must email the IDOE the “School IMAP Approval Form” (see above) to verify your completion.

If you have any questions, please contact Katie Russo, Coordinator of Induction, Assessment and Continuing Education at krusso@doe.in.gov.