

## Employment Requirement

### Indiana Teacher Licensure

- Teacher licensure is the overall enterprise through which individuals earn and maintain a license to teach in P-12 schools.
- Teacher licensure takes place at the state level. In Indiana, teacher licensure is handled by the Office of Educator Licensing and Development, which is part of the Indiana Department of Education (<http://www.doe.in.gov/licensing>)
- Purdue University teacher education programs must meet Indiana’s requirements for teacher licensure. As a result, when students graduate from a Purdue teacher-education program they qualify for an Indiana teacher’s license for their specific area.
- Employment (work experience) is one of the requirements for an Indiana teacher’s license in Career and Technical Education: Family and Consumer Sciences. The specific state regulation is provided below.

### Employment Requirement for Indiana Teacher Licensure in Family and Consumer Sciences

- Family and consumer sciences education is part of career and technical education. Therefore, in order to provide relevant career education, family and consumer sciences teachers are required to have employment experiences in relevant business and industry settings.
- Teacher education students are urged to complete this employment requirement in a variety of careers related to family and consumer sciences content areas and to submit documentation as early as possible. The required employment must be completed and documented **before student teaching**.
- The employment should be in business and industry settings related to one or more of the content areas listed below (from the *Indiana Content Standards for Educators: Career and Technical Education - Family and Consumer Sciences*, available at: <http://www.doe.in.gov/sites/default/files/licensing/facs.pdf> ). Other types of employment require individualized approval and arrangements.
  - Career, Community, and Family Connections
  - Culinary Arts and Food Service
  - Education and Early Childhood
  - Family and Interpersonal Relationships
  - Fashion, Textiles, and Apparel
  - Food Science, Food Production, Food Safety, and Culinary Arts
  - Health, Nutrition, and Wellness
  - Housing, Interiors, and Furnishings
  - Human Development and Parenting
  - Personal and Family Financial Literacy
  - Resource Management and Consumer Economics

- The state rule requires 1500 supervised hours or 4000 hours of unsupervised hours of employment or an equivalent combination [Supervised + (Unsupervised x 0.375) = 1500]. The rule states:

*“The applicant for the initial practitioner license in career and technical education; family and consumer sciences must meet the following requirement: Verify 4,000 clock hours of successful employment in family and consumer sciences or 1,500 clock hours of supervised work in family and consumer sciences under an approved teacher education program, or a combination equivalent thereto.”* Indiana Administrative Code, Article 8, Initial Practitioner and Other Licenses. Rule 515 IAC 8-1-13 Career and Technical Education; Family and Consumer Sciences, available at: [http://www.in.gov/legislative/iac/iac\\_title?iact=515&iaca=8](http://www.in.gov/legislative/iac/iac_title?iact=515&iaca=8)

- Supervised and Unsupervised are defined as follows:
  - *Supervised employment* is defined as relevant industry-based paid or volunteer work experience completed concurrently with enrollment in a university family and consumer sciences teacher-education program, including summer work experience. The word “supervised” in no way indicates a university employee oversees this experience. Supervised work experience can begin once a student has been accepted to a university teacher education program and has declared family and consumer sciences education as his/her major.
  - *Unsupervised employment* is defined as similar work or volunteer experience completed before full-time university enrollment in a family and consumer sciences teacher-education program. This includes documented paid and volunteer experiences completed before graduation from high school (age 16 or older).
- The experience may be paid or volunteer
  - *Work experience* is paid employment.
  - *Volunteer experience* is unpaid work consisting of a minimum of forty hours in one setting, supervised by agency personnel, and pre-approved by the site contact and the student’s academic advisor.
- Teaching in school settings and/or Cooperative Extension internships, may be used for no more than 10% of the clock hours required. Note: Structured, industry-based shadowing experiences are recommended for individuals who have extensive experience in educational settings.

#### Directions for Completing Employment Record Form

- Complete a separate employment record form for each employer. The form will be posted on the family and consumer sciences Task Stream site and the Blackboard sites for EDCI 250, EDCI 360, and EDCI 444.
- Documentation of hours is required, via W-2 forms, pay stubs, or other official documentation provided by the employer or agency with student name, dates, and total hours.
- Laboratory portions of university courses that simulate family and consumer sciences work settings may be included as supervised hours. These include: HTM 291L = 112 hrs; CDFS 212 = 48 hrs; F&N 202 = 48 hrs; F&N 205 = 60 hrs. Document these by submitting a copy of your semester grade report or transcript, with the course(s) highlighted.
- You will bring **COPIES** of documents to your meeting with program staff. They will view and validate the documents, but not keep any personal records in student files. **Mark out your social security number on all copies with heavy black ink.** Do NOT bring originals.
- On the copy of each documentation item, highlight the employer or volunteer agency name and contact information. Note the job title and total number of hours each item documents.
- Label the upper-right corner of each document with the corresponding line number on the employment record form. Arrange in sequential order.
- As requested on the form, provide a summary of your experiences with an explanation of their relationships to the *Indiana Content Standards for Educators: Career and Technical Education - Family and Consumer Sciences* and the cooperative education and occupational courses included in the Indiana teacher licensure assignment code for family and consumer sciences,
- Schedule a meeting with the designated program staff person. He/she will review and sign your materials. You will be given further instructions for posting your approved materials on Task Stream, providing the records to your academic advisor, and posting the final letter you will receive from your academic advisor when all employment requirements are met.