



**Indiana Department of Education Literacy Endorsement Professional
Development**

Guidelines/Expectations – PLEASE READ CAREFULLY

Pursuant to IC 20-28-5-19.7 the Indiana Department of Education (IDOE) Literacy Endorsement Professional Development is available to certified prekindergarten through grade six educators; educators with special education license and administrators serving prekindergarten through six buildings. This may include but is not limited to, the primary classroom teacher, an instructional coach, a reading interventionist (in grades PreK-6), a special education teacher, a Title I teacher, or other certified educators who are responsible **for the delivery and implementation of literacy instruction to students in prekindergarten through six grade.**

IDOE will pay for the cost of an educator to obtain the Literacy Endorsement, including a \$1,200 stipend and the required licensing exam only when professional development is completed through Keys to Literacy. The \$1,200 stipend will be delivered in three incremental payments of \$400 after key milestones have been completed. **An educator must successfully COMPLETE the course in its entirety by June 2025.** Please check your schedule for live session dates and the coursework requirements for potential conflicts **prior to enrolling.** The expectations of this course offering are listed below:

- Attend ALL virtual-live meetings for the course.
- First and last sessions must be attended.
- Complete ALL modules in the asynchronous online course.
- Submit ALL independent, asynchronous assignments.
- Complete ALL course requirements within the designated course timeframe.
- Successful completion of the designated assessment.

In the **event of an emergency**, participants **may miss one virtual-live meeting, except the first or last sessions.** An [absence justification form](#) must be submitted within 24 hours of the emergency absence and the participant will be required to watch the recorded session within the assigned timeframe and submit a signed assurance document to IDOE to confirm the course requirements have been met.

- Participants may NOT join a separate cohort in order to make up an absence from their assigned session.
- If you are more than 15 minutes late, or you must exit more than 15 minutes early, you must fill out an [absence justification form](#) on the day of the event



explaining your circumstances.

A significant state investment has been made to offer registration at no cost to eligible participants. Registration is limited to the number of course seats available and individuals who register and do not complete the course or drop out of the course **may not re-enroll at a later date and may lose the opportunity for prioritized registration in future IDOE professional development offerings.**