



**Indiana Department of Education**  
**Early Literacy Endorsement Professional Development**  
**Guidelines/Expectations – PLEASE READ CAREFULLY**

**Pursuant to IC 20-28-5-19.7 the Indiana Department of Education (IDOE) Early 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 Early 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.**