Indiana Department of Education's

Early Literacy Endorsement Professional Development Expectations

The Indiana Department of Education (IDOE) Early Literacy Endorsement Professional Development is available to educators who hold a PK-6 license; educators who hold a special education license and administrators serving PK-6 buildings. This may include but is not limited to, the primary classroom teacher, an instructional coach, a reading interventionist (serving grades PK-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 PK-6 students.

An educator participating in this engagement 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: Participants will be expected to:

- Attend ALL virtual-live meetings for the course (no exceptions for attendance in the first and last sessions);
- Complete ALL modules in the asynchronous online course;
- Submit ALL independent, asynchronous assignments (unless opted out of this 25 hour component);
- Complete ALL course requirements within the designated course timeframe; and
- Successfully complete the designated assessment.

In the **event of an emergency**, participants **may miss one virtual-live meeting, except the first or last session.** An absence justification form must be submitted within 24 hours of the absence and the participant will be required to watch the recorded session within a week of the absence 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 in another cohort through this engagement and may lose the opportunity for prioritized registration in future offerings.**

The state of Indiana will pay for the cost of an educator to obtain the professional development required for the Early Literacy Endorsement and up to $1,200 in stipends when the professional development is completed through this engagement with Keys to Literacy.

Educators who plan to complete the full 80 hours of professional development through the comprehensive Keys to Literacy course that was specifically designed for Indiana will participate in training that includes:
- 7 live (synchronous) sessions 40 hours;
- Independent coursework 25 hours; and
- Keys to Early Writing/Keys to Content Writing online course (asynchronous) 15 Hours.

Educators who complete the full 80 hours will receive a total of $800 in stipends after completing the 7 live (synchronous) sessions, the Keys to Early Writing/Keys to Content Writing online course, and the 25 hours of independent coursework.

Educators who have completed other professional development hours outside of Keys to Literacy may take advantage of a modified 55-hour option that includes:
- 7 live (synchronous) sessions 40 hours; and
- Keys to Early Writing/Keys to Content Writing online course (asynchronous) 15 hours.

Educators who complete the modified 55-hour option will receive one $400 stipend after successful completion of these two components.

Whether completing the modified 55-hour course or the full 80-hour course through this Keys to Literacy engagement, educators will receive a voucher to take the Praxis 5205 and an additional $400 stipend upon successfully obtaining the Early Literacy Endorsement.