

Innovative Program Request

GENERAL INFORMATION AND INSTRUCTIONS: An Innovative Program Permission (IPP) may be issued to a licensed Tier 3 or Tier 4 teacher to teach multiple fields within an established innovative program. An IPP is valid for up to one school year. The request is initiated by the applicant and verified by the public school hiring district. A separate form must be completed for each teacher. Attach additional pages for the narrative section, if necessary. Submit the completed request to the Professional Educator Licensing and Standards Board (PELSB) via [email](mailto:special.permission.PELSB@state.mn.us) to special.permission.PELSB@state.mn.us.

An Innovative Program Request is authorized under [MS 122A.09, Subdivision 10](#).

Section 1: District Identification Information			
Print Full Name of District or Charter School		Six-Digit District Number (XXXX-XX)	
District Contact Name and Title:		District Contact Telephone Number:	
Contact Person's Email Address:		School Name:	
<p>Submission Period: Requests for the upcoming school year may be submitted on or after July 1. Term of Request: Requests cannot exceed one school year. Indicate if the assignment includes summer school/extended school year (ESY) by checking the box below.</p>			
School Year:	Start Date:	End Date:	Request includes summer school/ESY: <input type="checkbox"/>

Section 2: District Type (check one)	
If an option is selected in this section, complete Sections 1, 2, 3, 5 and 6.	If an option is selected in this section, complete all sections.
<input type="checkbox"/> State Approved Alternative Program (choose one of the following): <ul style="list-style-type: none"> <input type="radio"/> Alternative Learning Program <input type="radio"/> Alternative Learning Center <input type="radio"/> Contract Alternative School <input type="checkbox"/> Care and Treatment Center <input type="checkbox"/> Correctional Facility <input type="checkbox"/> Chemical Dependency Program	<input type="checkbox"/> Traditional Public School District <input type="checkbox"/> Cooperative School District <input type="checkbox"/> Intermediate School District <input type="checkbox"/> Charter School <input type="checkbox"/> Online Learning School <input type="checkbox"/> Other (please specify):

Section 3: Teacher Identification Information	
Teacher Name (last, first, middle initial):	File Folder Number:
Current License(s) Held, Including Scope (grade level):	Proposed Assignment(s)/Course Title(s)

Section 4: Program/Teaching Assignment Narrative

Complete this section with as much detail as possible. Attach additional pages as needed.

1. Describe the hours or full-time equivalency of the position for which the Innovative Program Permission is needed.
2. Describe the proposed innovative program/teaching assignment for which this IPP is requested. What makes this assignment innovative or experimental?
3. Describe your student population and why the innovative/experimental approach is appropriate for these students.
4. Describe the qualifications of the teacher to teach in this innovative program.

5. Describe the qualifications of the teacher to teach in the area(s) outside of his/her licensure area. Describe what is being done to assist the teacher in meeting the academic standards.

6. What additional information is relevant to this request?

Section 5: School Information

1. How many IPP requests for teachers have been approved for your school for the current school year?	3. What is the total number of teaching assignments (courses offered) for your school?
2. What percent of the total teaching assignments (courses) will be taught on IPP's?	4. What percent of the total teaching assignments (courses) will be taught by appropriately licensed teachers?

Section 6: District Statement of Understanding

In accordance with [Minnesota Rule 8710.0321](#), as the designated administrator of the employing school district or charter school, my signature verifies the district or charter school understand that this Innovative Program Permission must be approved by the Professional Education Licensing and Standards Board and that, if granted, the IPP is valid for one school year. Renewal of the IPP beyond the period for which the IPP is originally granted will be considered based on evaluation of the success of the innovative program.

Superintendent/ Director Name:	Superintendent/ Director Signature:	Date:
Principal/Supervisor/Sponsor Name:	Principal/Supervisor/Sponsor Signature:	Date:
Teacher Name:	Teacher Signature:	Date:

Innovative Program Permission Policy Guidelines

The mission of the Professional Educator Licensing and Standards Board is to maintain high standards for teacher licensure. Appropriately licensed teachers must be employed for all curriculum areas and grade levels present in Minnesota public school districts.

The Innovative Program Permission (IPP) option is available only to teachers who hold a Tier 3 or Tier 4 license.

According to [Minnesota Statute 122A.09, subd. 10](#), school districts may request IPP's for one or more licensed teachers to teach outside of their areas of licensure in those instances when it is necessary to accommodate experimental programs that reconfigure the delivery of the content or to accommodate unique offerings which will advance students' achievement of the graduation standards.

This Professional Educator Licensing and Standards Board permission focuses on individual teacher licenses rather than providing blanket permissions for instructional programs. The Board expects that teachers for whom IPP's are requested will have the skills and background needed to teach outside of their areas of licensure, and that there is a unique fit between the licensed teacher(s) and the proposed teaching assignment. When granting these permissions, the Board will consider the following:

- the structure of the experimental program,
- the educational needs of the students (i.e., physical, social, intellectual, and emotional), and how the assignment will effectively address the educational needs of the students to be taught, and
- the preparation of the teacher for the proposed content and age(s) or grade levels of the experimental assignment.

The Board will consider Innovative Program Permissions for the following:

1. Requests to Facilitate Delivery of an Innovative Program
 - a. Licensed teachers who provide instruction in multidisciplinary programs for which no specific licenses are available, such as humanities. In such cases, it is expected that teachers are licensed in one of the content areas that are integrated and that teachers on staff are available as resources for the other integrated content areas; and/or
 - b. Licensed teachers who provide instruction in a teaming situation. At least one member of the team must be licensed for each of the subject areas taught to ensure that the content is of quality. When working in an interdisciplinary setting, the program should have licensed teachers who represent all the core content areas in order to effectively integrate the content.
2. Requests for an Innovative Teaching Assignment
 - a. Licensed teachers who serve unique student needs by teaching students at grade levels for which their licenses are not valid. For example, staffing may be adjusted to accommodate secondary school students whose needs are more appropriately met by a licensed elementary teacher; and/or
 - b. Licensed teachers whose courses or programs offer standards not typically associated with the licensure field for which they are qualified. For example, a business education teacher with substantial experience and training in business speaking might offer the public speaking standard in the context of a business education course.

Requests for teachers to teach outside of their fields of licensure in traditional self-contained classrooms in emergency or district hardship situations should apply for an Out-of-field Permission (OFP).

School districts should submit the appropriate IPP request form(s) and accompanying materials prior to the beginning of the proposed assignment or program.

It is currently the Board's policy to grant IPP's for one school year at a time. Renewal of an IPP is contingent on the results of the evaluation of the innovative program.