

Agenda Book

**EPSB Mission Statement:**

*The Education Professional Standards Board, in full collaboration and cooperation with its education partners, promotes high levels of student achievement by establishing and enforcing rigorous professional standards for preparation, certification, and responsible and ethical behavior of all professional educators in Kentucky.*

**EPSB Meeting Agenda**

**EPSB Offices**

**100 Airport Road, 3<sup>rd</sup> Floor, Conference Room A, Frankfort, KY 40601**

**June 23, 2014**

**Sunday, June 22, 2014**

**5:30 PM EDT      CONTINUOUS IMPROVEMENT  
EPSB Offices, Conference Room A**

**NO BUSINESS WILL BE CONDUCTED**

**Monday, June 23, 2014**

**9:00 AM EDT      Call to Order**

**Roll Call**

**Open Speak**

**Approval of Consent Items**

A. Approval of April 28, 2014, EPSB Minutes (**Pages 1-22**)

B. Approval of Contract (Mr. Jimmy Adams) (**Pages 23-24**)

**Report of the Executive Director**

A. Report from the Kentucky Department of Education

B. Report from the Council on Postsecondary Education

C. Update on Training for Common Core Standards  
(Ms. Linda Nickel)

D. Strategic Plan Update (Mr. Adams)

E. Recognition of Troops to Teachers (Mr. John Fields)

**Report of the Chair**

**Appointment**

Nominating Committee

**Report from Committee to Review the Evaluation of the  
Executive Director**

**Information/Discussion Items**

A. Awarded Contracts (Mr. Adams) (**Pages 25-26**)

B. Regulation Review for the Disciplinary Process and Procedures  
(Ms. Alicia Sneed) (**Pages 27-28**)

## Agenda Book

- C. 16 KAR 2:120. Emergency Certification and Out-of-Field Teaching, Amendment, Notice of Intent (Mr. Fields) **(Pages 29-54)**
- D. Charter for Masters Review Committee (Dr. Kim Walters-Parker) **(Pages 55-60)**

### **Action Items**

- A. 16 KAR 9:080. University Based Alternative Certification Program, Amendment, Final Action (Mr. Fields) **(Pages 61-88)**
- B. Meeting Agenda Policy, Amendment, Final Action (Ms. Sneed) **(Pages 89-92)**

### **Waiver**

Request for Waiver of the Board's Decision to Notate Periods of Suspension and/or Revocations on Certificates When Reissued (Ms. Sneed) **(Pages 93-94)**

### **Alternative Route to Certification Application**

John Henson: Journalism, Grades 8-12 (Mr. Fields) **(Pages 95-97)**

### **Board Comments**

*Following a motion in open session, it is anticipated that the board will move into closed session as provided by KRS 61.810 (1) (c) and (1) (j).*

### **Certification Review and Revocation: Pending Litigation Review**

*Following review of pending litigation, the board shall move into open session. All decisions will be made in open session.*

### **Adjournment**

Next Regular Meeting:  
August 11, 2014  
EPSB Offices

## Agenda Book

*The actions delineated below were taken in open session of the EPSB at the April 28, 2014, meeting. This information is provided in summary form; an official record of the meeting is available in the permanent records of the Education Professional Standards Board (EPSB), 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, KY 40601*

**Education Professional Standards Board (EPSB)  
Summary Minutes of the Meeting  
EPSB Offices, 100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky**

### Consent Item A

#### Call to Order

Chair Cassandra Webb called the meeting to order at approximately 9:00 a.m. EDT.

#### Swearing In of New Board Designee

Board secretary, Ashley Abshire, swore in Dr. April Wood, the new designee for the President of the Council on Postsecondary Education (CPE). Dr. Wood then introduced herself to the Board. She is the new director of P-20 at the CPE and comes from Jessamine County where she worked as an assistant principal.

#### Correction to Agenda Item

Chair Webb informed the Board that the language for Waiver B should be corrected to state 16 KAR 2:010. Kentucky Teaching Certificates, Request to Waive Out-of-Field Teaching.

#### Roll Call

The following Board members were present during the April 28, 2014, EPSB meeting: Brandy Beardsley, Bradley Bielski, Barbara Boyd, Ellen Blevins, Amanda Ellis, Tolya Ellis, Allen Kennedy, Robert King, Marie McMillen, Mary John O'Hair, Michael Ross, Laura Schneider, Sandy Sinclair-Curry, Anthony Strong, Shannon Treece, Cassandra Webb, and David Whaley.

#### Board's Mission Statement

Chair Webb reminded the board of its mission statement by reviewing it with the board and audience.

#### Open Speak

Penelope Wong presented a picture of Berea College to display in the boardroom with the pictures of other institutions.

#### Approval of Consent Items

Chair Cassandra Webb requested that Board members identify any items on the consent agenda which they wished to discuss prior to taking final action. No items were asked to be pulled for further discussion.

#### 2014-021

*Motion made by Mr. Anthony Strong, seconded by Mr. Mike Ross, to approve the following items on the consent agenda:*

Approval of March 17, 2014, EPSB Minutes

Master of Education, Teacher Leader -Midway College

Director of Pupil Personnel - Asbury University

Approval of Contract

**Vote:** *Unanimous*

Dr. Kim Walters-Parker recognized representatives from Midway College and Asbury University whose programs were approved.

**Report of the Executive Director**

New EPSB Staff

Mr. Robert Brown recognized the EPSB's newest employees, Danielle Vaughn and Jennifer Elliott. Ms. Vaughn is the new administrative specialist III for the Certification Division. Ms. Elliott is the new administrative specialist III for the Professional Learning & Assessment Division.

Report from the Kentucky Department of Education (KDE)

Dr. Terry Holliday reported that the state board had a second reading of the regulation for the Professional Growth and Effectiveness System (PGES) for teachers and principals. He applauded Executive Director Robert Brown and staff, especially Ms. Donna Brockman, for working closely with KDE staff to merge KTIP into PGES.

Furthermore, Dr. Holliday said KDE and EPSB staff met recently to discuss data and what EPSB staff would need, eventually, for CAEP accreditation standards.

On April 25, CCSSO joined Secretary Duncan to announce a major push for Title II regulations this summer for the reform of teacher preparation. Commissioner Holliday said he applauded Kentucky's leadership for teacher preparation. He said that Kentucky can continue to lead the nation with teacher preparation reform and he praised the EPSB's efforts.

Report from the Council on Postsecondary Education (CPE)

There was no report from CPE.

Introduction of the Education and Workforce Development Cabinet Secretary, Thomas Zawacki

Secretary Zawacki formally introduced himself to the Board. He spent more than 33 years in the auto industry, including stints at Nissan and Ford before joining Toyota. He said two important values in that industry were continuous improvement and respect for people and that the EPSB is a classic example of the same two important values of continuous improvement and respect for people. He discussed the work within the Education and Workforce Development Cabinet where the EPSB is attached for administrative purposes only.

Legislative Update

Ms. Alicia Sneed gave a legislative update to the Board. House Bill 235, which contained the executive branch budget, did pass and although many agencies were cut, the EPSB's budget was

not cut and actually increased slightly more than the previous fiscal year to allow for employee raises.

### Strategic Plan Update

There was not an update to the strategic plan. More updates will be made at future EPSB board meetings.

### Highly Qualified Report

Mr. John Fields gave a brief report on the highly qualified report, and Mr. Brown thanked Cindy Godsey for her work in gathering data for the report.

### **Report of the Chair**

#### **Recognition of Former Board Member**

Chair Cassandra Webb recognized former board member Zenaida Smith for her years of service on the EPSB. Ms. Smith said she was honored to have the opportunity to serve on the Board. She thanked board members for their work on the Board and encouraged them to move forward and said she knows the Board will always do what is best for the state and children.

### **Presentations**

#### Update on the Network to Transform Educator Preparation

Dr. Bradley Bielski gave an update on the Network to Transform Educator Preparation (NTEP). He said a CCSSO Task Force was the author of *Our Responsibility, Our Promise* which served as the strategic framework for NTEP. He said he had the opportunity to travel with the steering committee and it was not surprising that Kentucky was one of the states selected to participate in NTEP, primarily due to strong leaders in Kentucky and the work the EPSB is doing in a number of key areas including accountability and moving forward with teacher preparation and licensure. He said the steering committee feels good about the work being done, but when it came to stakeholder engagement the group believes there is more to be done as the work moves forward to engage more effectively.

Mr. Brown stated that the NTEP work mirrors the strategic plan. He said he has asked Deputy Executive Director Jimmy Adams to develop a stakeholder portal to view documents, to see progress made and to track feedback from various constituents. He said while there is still work to do, Kentucky is well on its way in many areas. Mr. Brown also welcomed feedback, if institutions want to give input on the CCSSO report.

#### National Association of State Directors of Teacher Education and Certification (NASDTEC) Data Project

NASDTEC Executive Director Phillip Rogers explained the work of NASDTEC and the NASDTEC data project to the Board. The primary goal of the project is to facilitate the mobility of educators. Currently three states are piloting the project using test data. At the June NASDTEC conference in Kansas City, Dr. Rogers said he hopes to give a positive report on the work of the test data and then move forward with real data in the fall.

Commissioner Holliday stated that he would like the Board to participate, as soon as Kentucky would be able to participate, as long as staff ensures this would be in compliance with recent legislation on existing statutes on information data exchanges.

### **Information/Discussion Items**

#### 16 KAR 9:080. University Based Alternative Certification Program, Amendment, Notice of Intent

Mr. Fields reported on proposed amendments to 16 KAR 9:080. The proposed amendment to 16 KAR 9:080 includes the adoption of the new certification form, CA-TP (Certification Application – Temporary Provisional). All new proposed certification forms will have the CA designation to ensure a smooth transition from the prior forms to the newly designed forms. The proposed CA-TP form also contains the newly adopted character and fitness questionnaire. A more user-friendly format will also facilitate transition to the online submission of the CA-TP. A pilot for an online form is anticipated to begin in the fall. This item will be brought back to the board at the June meeting as an action item.

#### EPSB's Determining Probable Cause to Take Disciplinary Action Procedure, Amendment, Notice of Intent

Ms. Alicia Sneed stated that this information item is a first reading for disciplinary policy changes. In accordance with the EPSB's newly adopted strategic plan, staff presented some potential improvements to the disciplinary system to improve the efficiency of the system. One of the ideas was to broaden the definition of dismissals so that the EPSB could dismiss cases where either the school district or the educator had sought professional development or training or other remedial measures prior to the EPSB's first review of the matter. This would allow educators who have been accused of minor offenses to present proof to the EPSB that they have independently sought to correct the deficiency so their cases will be resolved more quickly.

For cases where the EPSB has determined to dismiss the case on the merits, the EPSB would order the case "dismissed." The EPSB would use "Dismissed – Remediated" when the matter was resolved by either the district's discipline or the respondent's voluntary willingness to enter into professional development, training, or counseling. For dismissals after an individual was offered a deferral for training, the EPSB would order the case "Dismissed – Trained." The new option for dismissals, in conjunction with equidistantly scheduled meetings, should assist in reducing the length of time minor disciplinary matters are open, therefore, allowing staff and board members to concentrate on the more egregious disciplinary issues. Board discussion ensued.

*Motion made by Ms. Marie McMillen, seconded by Ms. Laura Schneider, to table this item until the Board could fully discuss the options available for them as the Board continues to review its procedures for policies.*

Discussion continued after the motion. Commissioner Holliday said there is misunderstandings with EPSB stakeholders on the EPSB disciplinary process and concern about the length of time it takes for issues to be resolved. He said he strongly encouraged the Board to look at not only

## Agenda Book

staff recommendations, but also best practice for the disciplinary process. It was determined that a motion to table the information item was not needed since it was not an action item. Ms. McMillen withdrew her motion to table the information item and Ms. Schneider withdrew her motion to second the item. This item may be brought back at a future date.

### Meeting Agenda Policy, Amendment, Notice of Intent

Ms. Alicia Sneed said that the proposed policy amendment is to formalize the meeting dates to the second Monday of even number months. This was part of the strategic plan. This item will be brought back at the June meeting for final action.

### **Action Items**

#### Board Meeting Dates

##### **2014-022**

*Motion made by Dr. Bradley Bielski, seconded by Ms. Marie McMillen, to approve the meeting schedule.*

**Vote:** *Unanimous*

#### Funding for KTIP in 2015

Ms. Donna Brockman gave a report on funding for KTIP in 2015. 315 interns were not able to complete KTIP in 2014 and these individuals will be the first allowed to enroll in KTIP in 2015. Commissioner Terry Holliday said he wanted to make a very public commitment that as KTIP is merged into PGES, the Kentucky Department on Education will offer substantial training that could reduce the long term cost for KTIP training so the EPSB can serve more first year teachers with the existing budget.

##### **2014-023**

*Motion made by Ms. Marie McMillen, seconded by Ms. Sandy Sinclair-Curry, to approve the recommended allocations as presented and allow EPSB staff to make modifications to the maximum number of interns should CTE funds be received.*

**Vote:** *Unanimous*

#### Adoption of the International Reading Association Preparation Standards for Content Classroom Teachers

Dr. Kim Walters-Parker explained to the Board that at the March EPSB meeting the Board wished to adopt the International Reading Association (IRAs) as the program approval standards for educator preparation programs for middle school, high school, or any certificate with permissions for any grade(s) 6-12.

Dr. Mary John O'Hair asked that the correct language of the IRA standards be included. Board discussion ensued on whether or not more time was needed to determine the correct language. The correct language was determined to be as follows: Standards for Reading Professionals 2010: Middle and High School Classroom Teacher. Dr. Kim Walters-Parker stated that the regulation will have the document incorporated by reference and will further clarify the standards.

**2014-024**

*Motion made by Mr. Anthony Strong, seconded by Ms. Brandy Beardsley, to adopt the International Reading Association Standards for Middle and High School Content Classroom Teachers as the program approval standards for educator preparation programs for middle school, high school, or any certificate with permissions for any grade(s) 6-12 which will also include Career and Technical Education teachers. The document that shall be included by reference in regulation should be clarified and stated as follows: Standards for Reading Professionals 2010: Middle and High School Classroom Teacher.*

**Vote:** *Unanimous*

**Waivers**

16 KAR 9:080. University-Based Alternative Certification. Request to Waive Language Pertaining to Observation of Teacher Candidates in a University-Based Alternative Certification Program

Dr. Kim Walters-Parker introduced Dr. Belva Collins, Department Chair, Special Education, University of Kentucky (UK) and Dr. Melinda Ault, Assistant Professor, Special Education, UK who explained the reason for the waiver request.

UK operates a university-based alternative certification (Option 6) program leading to certification as a Teacher of Exceptional Children –Moderate and Severe Disabilities, P-12. 16 KAR 9:080 which establishes this program is interpreted to require that the observer, whether the university faculty member or the district-based mentor, is present in the classroom to conduct the observation of the candidate practicing instruction in the classroom.

Some of UK's Option 6 MSD candidates teach in remote areas of the state distant from the university campus in Lexington. UK requested the waiver to conduct a pilot to allow the university faculty member to observe the candidate through the use of a video camera placed in the classroom and remotely controlled by the faculty member in conjunction with Bluetooth audio so the faculty member can communicate with the candidate during the observation.

Board discussion ensued. It was clarified that the Bluetooth audio was optional. If it is not utilized during observation then a conference after the observation would take place. Drs. Collins and Ault stated benefits from using this technology include that it helps to give more frequent observations for teachers that live more than 3 hours one way, allows for more frequent observations to those more at a distance, and allows to pick and choose lessons most critical for teachers.

**2014-025**

*Motion made by Dr. Bradley Bielski, seconded by Ms. Sinclair-Curry, to approve the proposed waiver of 16 KAR 9:080.*

**Vote:** *Unanimous*

16 KAR 2:010. Kentucky Teaching Certificates. Request to Waive Out-of-Field-Teaching

Mr. John Fields and Ms. Cindy Godsey explained the reason for the waiver request to the Board. Bell County has four small K-8 schools in its district. Three of the schools have only one class for each grade level. During the 2013-14 school year, individuals with 5-9 certificates were granted emergency certification to allow them to teach 4<sup>th</sup> grade students in their content areas. Because 16 KAR 2:120 stipulates that an emergency certificate shall not be issued to the same person in any subsequent year, the superintendent contends that if middle school teachers with 5-9 certification are limited to only those grade levels they are only able to utilize four periods of their instructional day. By allowing them to teach a 4<sup>th</sup> grade class in their field of certification, the schools can utilize these individuals for five of the seven periods. Additional waiver requests would be needed in the future for staffing changes. By granting this waiver the district would avoid a negative impact on the highly qualified report.

**2014-026**

*Motion made by Mr. Allen Kennedy, seconded by Ms. Beardsley, to approve the waiver request for the identified teachers in Bell County.*

**Vote:** *Unanimous*

**Board Discussion**

**2014-027**

*Mr. Mike Ross made a motion, seconded by Ms. Marie McMillen to establish regulations for the disciplinary process and procedures pertaining to the statutes related to discipline by the EPSB.*

Board discussion ensued. Mr. Ross explained that many stakeholders are confused by the disciplinary process so it is his belief that by putting the disciplinary process in regulation there will be clarification and transparency. EPSB Legal Services Director Alicia Sneed said regulations in general must be read in conjunction with the statute so adding the disciplinary process may not be organized the way others may think and the process may still be unclear to stakeholders. She further said that the EPSB currently has a regulation that incorporates the disciplinary statute and requested further guidance pertaining to what the Board specifically would like included in the regulation. Discussion ensued on the process for changing the disciplinary statute. Ms. McMillen stated that this is a first step for transparency. Dr. Bielski stated that the Board should look at the best practice of other states if the Board looks at changing the statute. Mr. Ross stated that currently he just wants the Board to look at the current disciplinary regulation to make sure holes between the disciplinary statute, regulation, and process are filled and as transparent as possible.

**Vote:** *Unanimous*

**2014-028**

*Dr. Mary John O’Hair made a motion, seconded by Dr. Bielski, to form a committee representing both public and private universities to review demographic data and other pertinent data pertaining to the Teacher Leader Masters programs. She recommended the following individuals to serve as co-chairs on the committee: Dr. Sam Evans, Dean, College of Education, Western Kentucky University and Dr. Beverly Keepers, Dean, College of Education, Spaulding University.*

**Vote:** *Unanimous*

**DISCIPLINARY MATTERS:  
MINUTES OF CASE REVIEW  
April 28, 2014**

*Motion made by Mr. Anthony Strong, seconded by Ms. Sandra Sinclair-Curry, to go into closed session for the purpose of discussing proposed or pending litigation in accordance with KRS 61.810(1) (c) & (j).*

**Vote:** *Unanimous*

*Motion made by Mr. Michael Ross, seconded by Ms. Tolya Ellis, to return to open session.*

**Vote:** *Unanimous*

The following board members concurred with the actions as listed below with the noted exceptions:

Barbara Boyd, Cassandra Webb, Michael Ross, Anthony Strong, Ellen Blevins, David Whaley, Marie McMillen, Mary John O’Hair, Brandy Beardsley, Brad Bielski, Laura Schneider, Tolya Ellis, Allen Kennedy, and Shannon Treece.

Attorneys present were Alicia A. Sneed, Cassandra Trueblood, Whitney Crowe, Gary Stephens, and Angela Evans.

**Initial Case Review**

<b><u>Case Number</u></b>	<b><u>Decision</u></b>
1311828	Dismissed
1311826	Admonish
1402130	Hear
1312868	Hear
140113	Defer for training
14011	Admonish
140239	Hear
140119	Hear
140248	Hear

## Agenda Book

1402149	Hear
140244	Hear
1312873	Hear
140235	Admonish
140237	Hear
140246	Hear
140275	Dismissed
140269	Hear ( <i>Ms. Schneider recused</i> )
140242	Dismissed
140273	Admonish
140231	Hear
1312862	Defer
140256	Hear
140258	Hear
1403162	Admonish
1311771	Admonish
1308606	Hear
1311819	Hear
1402120	Hear
140265	Hear
1306399	Hear
140115	Hear
140117	Hear
1312902	Defer
14017	Defer for training
140285	Dismissed
140293	Admonish
140297	Hear
1311798	Defer for training
14019	Hear
140287	Defer for training
1311834	Defer for training
07112094	Dismissed
1307553	Dismissed
1308614	Dismissed ( <i>Ms. Schneider recused</i> )
1309693	Dismissed
0911581	Dismissed ( <i>Ms. Schneider recused</i> )
1311821	Dismissed
1307533	Dismissed
120133	Dismissed

### **Character/Fitness Review**

#### **Case Number**

#### **Decision**

1471

Approve (*Ms. Boyd recused*)

## Agenda Book

14142	Deny ( <i>Ms. Boyd recused</i> )
14157	Approve ( <i>Ms. Boyd recused</i> )
14156	Deny ( <i>Ms. Boyd recused</i> )
14113	Deny ( <i>Ms. Boyd recused</i> )
14169	Approve ( <i>Ms. Boyd recused</i> )
14175	Approve ( <i>Ms. Boyd recused</i> )
14185	Defer ( <i>Ms. Boyd recused</i> )
14188	Approve ( <i>Ms. Boyd recused</i> )
14125	Deny ( <i>Ms. Boyd recused</i> )
14222	Approve ( <i>Ms. Boyd recused</i> )
14224	Approve ( <i>Ms. Boyd recused</i> )
14100	Defer ( <i>Ms. Boyd recused</i> )
14103	Approve ( <i>Ms. Boyd recused</i> )
14106	Approve ( <i>Ms. Boyd recused</i> )
14131	Approve ( <i>Ms. Boyd recused</i> )
14111	Approve ( <i>Ms. Boyd recused</i> )
14126	Approve ( <i>Ms. Boyd recused</i> )
1489	Approve ( <i>Ms. Boyd recused</i> )
14172	Approve ( <i>Ms. Boyd recused</i> )
14174	Approve ( <i>Ms. Boyd recused</i> )
14179	Approve ( <i>Ms. Boyd recused</i> )
14186	Approve ( <i>Ms. Boyd recused</i> )
14148	Approve ( <i>Ms. Boyd recused</i> )
14170	Defer ( <i>Ms. Boyd recused</i> )
14203	Approve ( <i>Ms. Boyd recused</i> )
14192	Approve ( <i>Ms. Boyd recused</i> )
14206	Approve ( <i>Ms. Boyd recused</i> )
14207	Approve ( <i>Ms. Boyd recused</i> )
14209	Approve ( <i>Ms. Boyd recused</i> )
14208	Approve ( <i>Ms. Boyd recused</i> )

### Case Number

### Decision

1306436 (Robert Towery)	<p>Accept Agreed Order suspending Respondent's certificate for a period of forty-five (45) days, from June 1, 2014 through July 16, 2014. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601.</p> <p>Upon reinstatement of his certificate at the end of the forty-five (45) days suspension period, Respondent's teaching certificate shall be on probation for a period of five (5) years and subject to the following probationary conditions:</p>
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## Agenda Book

1. By August 1, 2014, Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed or certified chemical dependency counselor, as approved by the Board, and present written evidence to the Board that he has complied with the assessment process and any and all treatment recommendations. After the initial assessment, Respondent shall submit semiannual written progress reports from his chemical dependency counselor, by March 1st and September 1<sup>st</sup> of each year, until such time as the counselor releases him from treatment. Each progress report shall certify that Respondent is continuing to comply with any and all treatment recommendations, and that he remains fit and competent to fulfill his duties as an educator. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended until Respondent provides the appropriate written proof to the Board.

2. Respondent shall submit to random drug testing during the probationary period, shall receive no positive drug test for illegal substances. Any expense required for the drug testing shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended for a period one (1) year and subject to additional sanctions by the Board pursuant to KRS 161.120.

3. By December 1, 2014, Respondent shall provide written proof to the Board that he has received twelve (12) hours of professional development/training in ethics as approved by the Board. Any expense for this professional development/training in ethics shall be paid by Respondent. Respondent is aware that should he violate KRS 161.120 either during or following this five (5) year probationary period, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous (Ms. Boyd recused)*

1303229 (Nicole Fedorko) Accept Agreed Order admonishing Respondent for failing to maintain the dignity and the integrity of the profession. As a teacher, Respondent is expected to be a role model for students and an example of good citizenship. This type of behavior embarrasses the profession and erodes the community's trust in educators. No further acts of misconduct by Respondent will be tolerated by the Board.

## Agenda Book

Respondent's certificate shall be subject to the following probationary conditions:

1. With each application for renewal of certification or for additional certification, Respondent shall submit a copy of her criminal background check as prepared by the Kentucky State Police. Respondent's application for renewal or for additional certification will not be processed until the criminal background check is received by the Board.
2. Prior to re-employment in a Kentucky public school, Respondent shall provide written proof to the Board that she has received six (6) hours of professional development/training regarding the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition prior to her re-employment in a Kentucky public school, any and all certificates issued to Respondent will automatically be suspended until such training is completed and the appropriate written proof is provided to the Board.
3. Respondent shall not be convicted of any crime involving the use of any controlled substance and/or alcohol. Should Respondent violate any of this condition, her certificate and any and all endorsements shall be automatically suspended for a period of two years and subject to additional disciplinary sanctions pursuant to KRS 161.120.

Respondent is aware that should she violate KRS 161.120 in the future, the Board shall initiate a new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous (Ms. Boyd recused)*

1111868 (Ellen Smith)

Accept Agreed Order admonishing Respondent for her lack of professional judgment in interactions with students. As an education professional, it is Respondent's responsibility to set and maintain appropriate boundaries with all students. She must be ever vigilant to treat all students with fairness and equity careful never to single out a particular student for special treatment and/or friendship. On or before July 1, 2014, Respondent shall provide written evidence to the Board that she has successfully completed twelve hours of professional development/training, approved by the Board and at her own expense, in appropriate teacher/student relationships and/or boundary issues and ethics. Should Respondent fail to satisfy this condition, Respondent's certificate shall be

## Agenda Book

automatically suspended and remain so until this condition is met.

Upon entry of this Order, Respondent's certificate shall be subject to the following probationary condition for the life of the certificate. Respondent shall not be disciplined by any school district for any conduct which violates KRS 161.120 and/or 16 KAR 1:020. Discipline shall be defined as a reprimand, admonishment, suspension, or termination either uncontested by Respondent or upheld by either the tribunal or arbitration process, if requested. If Respondent violates this condition, the Board shall automatically suspend Respondent's certificate for a period of two years and may seek additional sanctions pursuant to KRS 161.120.

**Vote:** *Unanimous (Ms. Boyd recused)*

1305339 (John Baudendistel) Accept Agreed Order admonishing Respondent for neglect of duty and conduct unbecoming a teacher. As a certified educator in the Commonwealth of Kentucky, Respondent has a duty to provide students with professional education services in consonance with accepted best practice and has a duty to maintain the dignity and integrity of the teaching profession. In the future, Respondent shall take measures to ensure that ARC protocols are followed and that student due process folders are properly secured. The Board will not tolerate any further incidents of misconduct from Respondent.

From the date the Board accepts this Agreed Order, Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of two (2) years:

1. On or before April 1, 2014, Respondent shall provide written proof to the Board that he has successfully completed a course, as approved by the Board, on student confidentiality. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
2. On or before July 1, 2014, Respondent shall provide written proof to the Board that he has successfully completed a course, as approved by the Board, on special education compliance. Any expense incurred for said

## Agenda Book

training shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

3. On or before January 1, 2015, Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of training or professional development, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

4. For the entirety of the probationary period, Respondent shall provide the Board with annual written progress reports from his supervisor. The reports shall be due by July 1<sup>st</sup> of each year of the probationary term and shall state that Respondent followed all established ARC protocols during the prior school year. If Respondent fails to comply with the requirements of this paragraph on or before July 1<sup>st</sup> of each year of the probationary term, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written report to the Board.

5. For the entirety of the probationary period, Respondent shall receive no disciplinary action. "Disciplinary action" is defined as any public reprimand, suspension, or termination issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process. If Respondent fails to comply with the requirements of this paragraph, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended for a period of thirty (30) days.

Respondent is aware that should he violate KRS 161.120, either during or following this two (2) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous (Ms. Boyd recused)*

## Agenda Book

1309669 (David Owens) Accept Agreed Order in which Respondent agrees to voluntarily surrender his Kentucky teaching certificate. Respondent shall neither apply for, nor be issued, a teaching and/or administrative certificate in the Commonwealth of Kentucky at any time in the future.

Respondent shall surrender the original certificate and all copies of his certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

1108645 (Reggie Hamilton) Accept Agreed Order admonishing Respondent for his failure to notify law enforcement of a student who was a potential victim of sexual abuse. The Board reminds Respondent that he has a statutory responsibility to report all incidents of abuse, neglect, or dependency of a child to law enforcement or the Cabinet for Health and Family Services. The Board will not tolerate further acts of misconduct from Respondent. Respondent shall provide written proof, on or before December 1, 2014, that he has completed a professional development/training course in the area of recognizing and reporting dependency, neglect, and abuse of children. Any expense for this training shall be paid by Respondent. If Respondent fails to provide proof of this training by December 1, 2014, his certificate shall be suspended and shall remain suspended until he provides proof of the training.

**Vote:** *Unanimous*

06-12313 (Dean Cvitkovic) Accept Agreed Order reminding Respondent that the principal of a school must create and foster an environment in which staff can work together effectively. The Board will tolerate no further incidents of misconduct by Respondent.

**Vote:** 13-1 (*Ms. McMillen dissented*)

1307537 (Atria Calhoun) Accept Agreed Order which states that at the time of the incidents in question, Respondent held an emergency substitute teaching certificate. That certificate has since lapsed. Should Respondent decide to seek certification in the future, she must complete the following condition prior to accepting a certified position:

## Agenda Book

1. Respondent shall undergo a comprehensive substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor as approved by the Board and shall present written evidence to the Board that she has complied with the assessment process and has successfully completed any and all treatment recommendations. Any expense for the assessment, treatment and/or reports shall be paid by Respondent. If Respondent does not comply with this condition, she shall not be issued a certificate. If Respondent obtains a certificate, her certificate will be subject to the following probationary condition for a period of two (2) years from the date she receives a certificate:

1. Respondent shall not be convicted of any crime involving a controlled substance and/or alcohol. Should Respondent violate this condition, her certificate shall be suspended for a period of six (6) months.

Respondent is aware that should she violate KRS 161.120 either during or following this two year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

1303207 (Teresa Lankford) Accept Agreed Order retroactively suspending Respondent's certificate, including any and all endorsements, for forty-five (45) days beginning March 7, 2013. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate to the EPSB, by delivering or mailing to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601.

From the date of acceptance of any teaching and/or administrative position in the Commonwealth of Kentucky, Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of eighteen (18) months:

1. Respondent has provided written evidence to the Board that she has undergone a comprehensive substance abuse assessment with a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and has successfully completed all treatment recommendations.

2. Respondent has provided written evidence to the Board that she has successfully completed six (6) hours of professional development/training, as approved by the

## Agenda Book

Board, on the Professional Code of Ethics for Kentucky Certified School Personnel.

3. For the entirety of the probationary period, Respondent shall immediately submit to any random drug testing requested by the Board and shall have no positive drug tests. Any expense for said testing shall be paid by the Respondent. If Respondent fails to comply with this condition, Respondent's certificate shall be automatically suspended for a period of one (1) year. If applicable, at the conclusion of the one (1) year suspension, Respondent's certificate shall remain suspended until such time as this probationary condition is met.

Respondent is aware that should she violate KRS 161.120, either during or following this eighteen (18) month period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous (Ms. Schneider recused)*

1206331 (Barbara Cook)

Accept Agreed Order reminding Respondent that, as a certified educator in the Commonwealth of Kentucky, she shall keep in confidence information about colleagues which has been obtained in the course of professional service and shall not use her position of authority to influence professional decisions. In the future, Respondent shall be more cautious in handling situations that may jeopardize her duties under the Professional Code of Ethics for Certified School Personnel.

On or before July 1, 2014, Respondent shall provide written proof to the Board that she has completed twelve (12) hours of professional development or training, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel with an emphasis in confidentiality. Any expense incurred for said training shall be paid by Respondent.

If Respondent fails to satisfy this condition by July 1, 2014, her certificate shall be automatically suspended until such training is completed and the appropriate written proof is provided to the Board.

**Vote:** *Unanimous*

CF1634 (Ashly Cox)

Accept Agreed Order which states that Respondent shall be issued a Kentucky teaching certificate upon providing proof that she has met the academic and testing requirements necessary for issuance of a certificate and

## Agenda Book

upon providing proof that she has complied with the following condition:

Prior to being issued any teaching and/or administrative certification in the Commonwealth of Kentucky, Respondent shall undergo a comprehensive substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall provide written evidence to the Board that she has complied with the assessment process and has successfully completed any and all treatment recommendations. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent.

In order to maintain or obtain any certificate in the future, Respondent shall comply with the following:

1. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.

2. Respondent shall submit a current criminal background check, as prepared by the Administrative Office of the Courts, to the Board with any application for renewal of her certification(s) and/or for additional certification(s). Any expense for the criminal background check shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on her behalf.

Respondent is aware that should she violate KRS 161.120, the Board shall initiate a new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

CF144 (Brandon Franklin) Accept Agreed Order which states that upon acceptance of this agreement by the Board, Respondent shall be issued a Kentucky teaching certificate upon providing proof that he has met the academic and testing requirements necessary for issuance of a certificate and has completed the following:

1. Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process. Any expense for the assessment and written reports shall be paid by Respondent.

## Agenda Book

2. Respondent shall submit written proof to the Board that he has completed a course on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense required for said training shall be paid by Respondent.

Any and all certificates issued to Respondent shall be subject to the following conditions:

1. If Respondent's chemical dependency counselor makes any treatment recommendations, Respondent shall comply with the treatment recommendations. Respondent shall submit quarterly written progress reports from his counselor to the Board until such time as the counselor releases him from treatment. Any expense for the treatment and/or written reports shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until Respondent is in compliance.

2. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) involving the use or possession of alcohol. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge involving the use or possession of alcohol, he shall submit this information to the Board, in writing, within thirty (30) days. Failure to comply with this condition will result in Respondent's certificate being automatically suspended pending Board review and disposition.

3. Respondent shall submit a copy of his current criminal record, as prepared by the Administrative Office of the Courts, with any application for renewal of his certification(s) and/or for additional certification(s). Any expense required to satisfy this condition shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on his behalf.

**Vote:** *Unanimous*

1108663 (Jason Carpenter) Accept Agreed Order in which Respondent voluntarily, knowingly, and intelligently surrenders his teaching certificate and agrees to not apply for, nor be issued, a teaching or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon the acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate, by personal delivery or first class mail, to the

## Agenda Book

Education Professional Standards Board, 100 Airport Road,  
3rd Floor, Frankfort, Kentucky 40601.

### **Vote:** *Unanimous*

- 1210602 (William Turpin) Accept Agreed Order revoking Respondent's certificate for a period of three (3) years beginning on October 4, 2012. Respondent shall neither apply for nor be issued a teaching certificate in the Commonwealth of Kentucky during the revocation period. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original certificate and all copies of his certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601.
- In addition to the standard requirements of the application process, before Respondent shall be reissued any certificate, he must comply with the following:
1. Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of training on the Professional Code of Ethics for Kentucky Certified School Personnel with an emphasis on appropriate teacher/student boundaries, as approved by the Board. Any expense incurred for said training shall be paid by Respondent.
  2. Respondent shall provide written proof to the Board that he has successfully completed six (6) hours of training on sexual harassment awareness, as approved by the Board. Any expense incurred for said training shall be paid by Respondent.
- Should Respondent fail to satisfy either of these conditions, the Board shall automatically deny any application submitted by Respondent or on his behalf.
- Upon reissuance of Respondent's certificate, Respondent shall be on probation for a period of ten (10) years. During the probationary period, Respondent shall receive no disciplinary action involving teacher/student boundaries. "Disciplinary action" is defined as any suspension, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process. Failure to comply with this condition will result in Respondent's certificate being automatically suspended pending Board review and disposition.
- Respondent is aware that should he violate KRS 161.120, either during or following this ten (10) year probationary period, the Board shall initiate new disciplinary action and seek additional sanctions.

## Agenda Book

**Vote:** *Unanimous*

1108643 (Charles Napier) Accept Agreed Order admonishing Respondent for his failure to notify law enforcement of a student who was a potential victim of sexual abuse. The Board reminds Respondent that he has a statutory responsibility to report all incidents of abuse, neglect, or dependency of a child to law enforcement or the Cabinet for Health and Family Services. The Board will not tolerate further acts of misconduct from Respondent. Respondent shall provide written proof, on or before December 1, 2014, that he has completed a professional development/training course in the area of recognizing and reporting dependency, neglect, and abuse of children. Any expense for this training shall be paid by Respondent. If Respondent fails to provide proof of this training by December 1, 2014, his certificate shall be suspended and shall remain suspended until he provides proof of the training.

**Vote:** *Unanimous*

1036459 (Rodney Carter) Accept Agreed Order suspending Respondent's certificate for a period of thirty (30) days beginning July 16, 2013. Respondent shall surrender the original and all copies of this certificate immediately, by first class mail or personal delivery to the Education Professional Standards Board, 100 Airport, Road, Third Floor, Frankfort, Kentucky 40601. Prior to returning to any position of employment that requires teaching certification, Respondent shall submit the following to the Board:

1. Written proof of completion of six (6) hours of professional development/ training, approved by the Board and at his own expense, in effective classroom management techniques; and
2. Written proof of completion of anger management counseling, approved by the Board and at his own expense.

Should Respondent use his teaching certificate without first satisfying both of these conditions, his certificate shall be automatically suspended and remain so until all conditions are met and potentially face additional sanctions for failure to comply with this Order.

**Vote:** *Unanimous*

Agenda Book

**Recommended Order**

**Case Number**

**Decision**

1004214 (Brian Cotton)

Accept the Hearing Officer's Recommended Order of Default and Permanently Revoke Respondent's certificate.

**Vote:** *Unanimous (Ms. Boyd recused)*

*Motion made by Ms. Sinclair-Curry, seconded by Ms. Ellen Blevins, to adjourn the meeting.*

**Vote:** *Unanimous*

Meeting adjourned at 1:35 p.m.

**Next Meeting:** June 23, 2014  
9:00 AM  
EPSB Board Room  
Frankfort, Kentucky

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Consent Item B**

**Action Item**

EPSB staff requests approval to authorize the executive director to enter into contracts to conduct normal business operations.

**Applicable Statutes and Regulation**

KRS 161.028 (1) (v) (d)

KRS 161.017 (3)

**Applicable Goal**

Goal 5: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statues, regulations, and established federal, state, and agency policies.

**Issue**

Should the Education Professional Standards Board (EPSB) authorize the executive director to enter into the specified contracts to conduct normal business operations?

**Background**

KRS 161.028 (1) (v) (d) authorizes the EPSB to enter into contracts and KRS 161.017 (3) stipulates that with board approval the executive director may enter into agreements "...to enlist assistance to implement the duties and responsibilities of the board."

EPSB staff requests approval to begin the procurement process and enter into the following proposed contract. This contract is issued for a two-year period coinciding with the biennial budget period.

<b>Contract Position</b>	<b>Contract Period</b>	<b>Must be competitively bid?</b>	<b>Type of entity</b>	<b>Estimated 2 Year Contract Amount</b>
1 – Attorney / Legal	July 1, 2014 – June 30, 2016	Yes	Individual and/or law firm	\$112,000.00

- Impact on budget: The awarding of this contract will replace an existing contract. The attorney who was under a continuing service contract chose not to renew the contract.
- Singular vs. continuing service: Continuing Service

**Alternative Actions**

1. Authorize the executive director to issue an RFP and enter into the contract awarded from that RFP.

## Agenda Book

2. Do not approve the issuance of the RFP and awarding of the contract.
3. Authorize RFP and request further review of contract awarding before completion.

### **Staff Recommendation**

Alternative 1

### **Rationale**

This contract is consistent with current operations and will be necessary to continue program services in the area that it supports.

### **Contact Person:**

Mr. Jimmy Adams  
Deputy Executive Director  
(502) 564-4606  
E-mail: Jimmy.Adams@ky.gov

### **Date:**

June 23, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item A**

**Information Item:**

To inform the EPSB about contracts which were signed by the executive director since the prior EPSB board meeting

**Applicable Statutes and Regulation:**

KRS 161.028 (1) (v) (d)  
KRS 161.017 (3)

**Applicable Goal:**

Goal 5: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statutes, regulations, and established federal, state and agency policies.

**Background:**

KRS 161.028 (1) (v) (d) authorizes the EPSB to enter into contracts and KRS 161.017 (3) stipulates that with board approval, the executive director may enter into agreements "...to enlist assistance to implement the duties and responsibilities of the board."

The following new contracts were completed and signed by the executive director after approval was given by the board at a previous meeting.

<b>Vendor Name</b>	<b>Services</b>	<b>Service Period</b>	<b>Contract Amount</b>
Chelsea Fannin	Prosecuting Attorney	July 1, 2014 through June 30, 2016	\$95,591.02
Cathy Jackson	Cooperating Teacher Program Assistant	July 1, 2014 through June 30, 2016	\$61,663.99
Judy Kurtz	CEO Scorer	July 1, 2014 through June 30, 2016	\$19,082.16
Deborah Mapp	CEO Scorer	July 1, 2014 through June 30, 2016	\$19,082.16
Karla Spencer	CEO Scorer	July 1, 2014 through June 30, 2016	\$19,082.16
Constance Evans	CEO Scorer	July 1, 2014 through June 30, 2016	\$19,082.16
UKRF	consulting services for Terry Hibpshman (still awaiting signed contract)	July 1, 2014 through June 30, 2016	\$85,068.00
CPE	E-learning service provider services (KYVC)	July 1, 2014 through June 30, 2015	\$15,200
EKU	KTIP	July 1, 2014 through June 30, 2015	\$67,328.00

## Agenda Book

<b>Vendor Name</b>	<b>Services</b>	<b>Service Period</b>	<b>Contract Amount</b>
MuSU	KTIP	July 1, 2014 through June 30, 2015	\$62,199.50
WKU	KTIP	July 1, 2014 through June 30, 2015	\$101,518.00
KSU	KTIP	July 1, 2014 through June 30, 2015	\$24,853.50
U of L	KTIP	July 1, 2014 through June 30, 2015	\$134,524.50
NKU	KTIP	July 1, 2014 through June 30, 2015	\$71,930.50
UK	KTIP	July 1, 2014 through June 30, 2015	\$91,655.50
MoSU	KTIP	July 1, 2014 through June 30, 2015	\$56,413.50

### **Groups/Persons Consulted**

N/A

### **Contact Person:**

Mr. Jimmy Adams  
Deputy Executive Director  
502-564-4606  
E-mail: [Jimmy.Adams@ky.gov](mailto:Jimmy.Adams@ky.gov)

### **Date:**

June 23, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item B**

**Information Item:**

Discussion regarding the Board's April 28, 2014, motion to establish regulations for the disciplinary process and procedures pertaining to the statutes related to discipline by the EPSB

**Applicable Statutes and Regulation:**

KRS Chapter 13A; KRS Chapter 13B; KRS 161.028; KRS 161.120; KRS 161.175; 16 KAR 1:020; 16 KAR 1:030

**Applicable Goal:**

Goal III: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

**Background:**

At the April 28, 2014, Board meeting a motion passed to establish regulations for the disciplinary process and procedures pertaining to the statutes related to discipline by the EPSB. For the Board's review and consideration, all the current statutes, regulations, and policies concerning discipline are attached.

KRS Chapter 13A, <http://www.lrc.ky.gov/Statutes/chapter.aspx?id=37084>, contains the statutory requirements for promulgating regulations. 13A's sister chapter, KRS Chapter 13B, <http://www.lrc.ky.gov/Statutes/chapter.aspx?id=37085>, sets out the procedures for an administrative hearing. All state agencies use Chapter 13B. The EPSB's authorizing statute is KRS 161.028; it encompasses all the EPSB's powers and responsibilities. KRS 161.120 is the EPSB's disciplinary statute and most of the disciplinary process is contained in this statute. KRS 161.120(1) lists the various reasons the EPSB may take action against a certificate holder. KRS 161.120(2) contains the superintendent's duty to report. KRS 161.120(3)-(12) delineate various parts of the disciplinary process. KRS 161.175 specifies certain sentencing requirements if an educator is found to have illegally used a controlled substance.

Currently, the EPSB has two regulations that are referenced in disciplinary matters, 16 KAR 1:020 and 16 KAR 1:030. 16 KAR 1:020 contains the Professional Code of Ethics for Kentucky Certified School Personnel. Violations of the code of ethics are actionable by EPSB pursuant to KRS 161.120(1)(m). 16 KAR 1:030 is the EPSB's disciplinary regulation. The regulation was last updated in 2007 at which time the drug testing requirements were required by KRS 161.175. Since most of the disciplinary process is dictated by statute, the bulk of the regulation involves reinstatement and reissuance of the certificate to suspended or revoked certificate holders.

The EPSB's policies and procedures pertaining to disciplinary are also included for review.

## Agenda Book

**Contact Person:**

Ms. Alicia A. Sneed, Director  
Division of Legal Services  
(502) 564-4606  
E-mail: Alicia.Sneed@ky.gov

**Date:**

June 23, 2014

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item C**

**Information Item:**

Notice of Intent to Amend 16 KAR 2:120. Emergency Certification and Out-of-Field Teaching

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030; KRS 161.120  
16 KAR 2:120

**Applicable Goals:**

Goal 2: Every professional position in a Kentucky public school is staffed by a properly credentialed educator.

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

**Background:**

16 KAR 2:120 is the regulation that governs Emergency Certification, Emergency Sub Certification and Emergency Vocational Certification. The TC-4, TC-4F, and TC-4VE are incorporated by reference. The proposed amendment to 16 KAR 2:120 includes the adoption of the new certification forms, CA-4 (Certification Application – 4), CA-4F (Certification Application – 4 Full), and CA-4VE (Certification Application – 4 Vocational Emergency). All new proposed certification forms will have the CA designation to ensure a smooth transition from the prior forms to the newly designed forms. The proposed CA-4, CA-4F, and CA-4VE forms also contain the newly adopted character and fitness questionnaire.

The amendment provides for the current application process to remain in effect until December 31, 2014. Beginning January 1, 2015, any applicant will need to use the CA-4, CA-4F, or CA-4VE and complete a state and federal criminal background check.

**Contact Person:**

Mr. John Fields, Director  
Division of Certification  
(502) 564-4606  
E-mail: John.Fields@ky.gov

**Date:**

June 23, 2014



**KY Education Professional Standards Board**

**On-line Emergency  
Substitute Application  
Implementation Guide for  
Kentucky School Districts**

**Accessed via the Kentucky Educator Certification Inquiry (KECI)  
application**

at [www.epsb.ky.gov](http://www.epsb.ky.gov)

August 2014

### Section I--On-line Emergency Substitute Application Implementation

- Beginning in the 2012-13 school year, all Emergency Certified Substitute (ECS) applications will be handled via the EPSB's on-line certification system
- This certification must be re-issued for each school year for each ECS hired
- Districts must maintain the employment application, transcript, and EPSB-issued certificate for each ECS
- Districts do NOT have to require that Emergency Substitute applicants resubmit new district employment applications and/or new transcripts each year
- These submissions are left to local board policies concerning these documents

**Districts should NOT use this application method for any substitutes who:**

- Hold a regular active teaching certification
- Hold a 5-year substitute certificate issued by EPSB

**Substitutes must secure an emergency substitute certificate for EACH district in which they wish to work**

- This is NOT a change as it has always been a requirement for an Emergency Substitute Application in each district

**This process is interactive between applicant and district**

### Section II--Overview of the Emergency Substitute Application On-line Process

Initially, the applicant applies with district as usual, then...

*The next steps occur on-line via EPSB website*

- District processes/approves CA-4 application
- District notifies applicant (automated e-mail) to complete CA-4 application
- District conducts required background checks
  - If anything appears on the background check, that check must be forwarded to EPSB for review
- Applicant creates EPSB account
- Applicant completes CA-4 when notified by district
- Applicant receives Emergency Sub Certificate electronically

### Section III--Who is Eligible for an Emergency Substitute Certification?

- Emergency substitute teachers are governed by 16 KAR 2:030, and they must have either:
  - (a) A Bachelor's degree (Rank IV);
  - (b) At least ninety-six (96) semester hours of college credit (Rank IV); or
  - (c) From sixty-four (64) to ninety-five (95) semester hours of college credit (Rank V)
- *Salary rank determination is governed by KRS 161.1221*

#### **Section IV--Overview of District Steps with ECS Applicants**

- Ensure proper role (HR Designee) is secured from EPSB for all district personnel who will work with Emergency Substitute Application on-line process (**Email: EPSB TC4@ky.gov**)
- Secure board order number each spring for anticipated number of EC Subs for school year
  - Board order date must be after March 1 for the upcoming school year
- Get completed application and transcript from each applicant
- Advise applicant that an active e-mail address will be required to apply for EPSB certification
- Conduct required background checks
  - If anything appears on the background check, that check must be forwarded to EPSB for review
  - All other background checks should be kept on file at the local district
- Notify applicant if district IS NOT interested in hiring him/her as an ECS
- Provide applicant w/instructions to register with EPSB to complete on-line certification application
- Create application in EPSB's KECI system for the applicant

#### **Individual application processing – District steps**

1. Log into [www.epsb.ky.gov](http://www.epsb.ky.gov), then click on “Kentucky Educator Certification Inquiry”
2. Click on “Emergency Substitute Online Application”
3. Search for applicant by SS#
4. Click “Start” if correct name is found OR to create new record if no match is found
5. Verify applicant's personal information, or enter new applicant information  
(Academic Preparation information is required)
6. Complete “District Verifications” and click “Finished”
  - Ensure prerequisites are met
  - Board order number and date required
7. View submitted application and click “Done”

Once “Done” is clicked, applicant will be notified via e-mail of his/her pending application.  
(The e-mails will be sent weekly until action is taken by the applicant.)

#### **Section V--Applicant Steps to Apply for Emergency Substitute Certification**

Applicants will be sent an automated e-mail from the district once their application has been approved by the district. Those applicants applying in multiple districts must secure an emergency substitute certificate for EACH district in which they wish to work

*NOTE: This multiple certificate requirement is not a change--it has always been a requirement for a completed Emergency Substitute application in each district where one is employed as an emergency substitute.*

Applicant steps

1. Go to [www.epsb.ky.gov](http://www.epsb.ky.gov) or click the link provided in e-mail notification from district
  - Click on the “Log in to EPSB” button on the lower left of the screen
  - If necessary, create your new account on the right side of the log-in page by clicking on the “New User? Create Account Here” button
2. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.
  - Make sure all your personal information is correct when you establish your EPSB account
  - Should you lose/forget/need to reset your password at a later date, you will need your birthdate and SS# to be accurate in your account
  - Resetting passwords may be done by the user at the “Log in to EPSB” button on the lower left of [www.epsb.ky.gov](http://www.epsb.ky.gov)
  - You do NOT need to contact EPSB to reset your password
3. Once logged in, click on “My Application Status-View Details” on the lower left of the screen.
4. You will then see information on your application (CA-4) and you should click on the live link to complete the process on your **pending** application
5. Complete each of the 4 steps to finalize your application
  1. Verify personal information
    - Click “Save and Next”
  2. Add any previously held out of state teaching certificate (if applicable)
    - Click “Next”
  3. Answer all Character & Fitness questions
    - Each question must be answered by clicking on the small pencil in the “Edit” column
    - If answering “NO,” click “Save”
    - If answering “YES,” explanation is required
  4. Enter Password to digitally sign and submit the application.

After the applicant submits, there are two choices:

- If the CA-4 application process is successful, the applicant will receive a live link to PRINT your Emergency Substitute Certificate.

## Agenda Book

- Any applicant who answers “yes” to a Character & Fitness (C & F) question on the CA-4 application will be held by EPSB Legal Division pending review by the Board.
- An applicant who has information returned on the background check will be held by EPSB Legal Division pending review by the Board

Applicants will receive an e-mail from EPSB when a C & F review is completed and approved.

### Applicant Final Step

Print and provide the printed copy of your emergency substitute certificate to the district so you can be added to its substitute teacher list.

## Section VI--Issues Regarding C&F Questions

- Supplying false information on the Character & Fitness form will result in a case being opened by the Board on the applicant
- Districts will see a “C & F pending” notation when searching for applicant
- Districts cannot use “C & F pending” applicants until e-mail clearance is given to the applicant by EPSB Legal Division
- Applicants who are held by the EPSB Legal Division and who have applied as an emergency sub in more than one district, cannot be processed in subsequent districts until the applicant is cleared in the original district of application
- Districts should notify EPSB Legal Division in writing if:
  - Any response other than “no information found” on the background check
    - Forward this to EPSB
  - differences are noted between applicant’s C&F responses and subsequent background check results
  - district terminates an Emergency Certified Substitute for character/fitness issue

## Section VII--District Usage of the Status and Processing Functions

### District use of TC-4 Status Report

- Click “Report” button after logging into KECI to check the status of applicants
- Applicants are listed in the order submitted
- If an applicant has not yet completed the application, it may be deleted or edited via this screen
  - Email address changes should be handled via this screen
- This report can be exported to an Excel file for district use.

**Creating applications by batch processing large numbers of applications**

- Districts may choose to upload a large number of applicants at one time vs. individual processing
- District IT support should be enlisted for this process
- See Appendix A for file format
  - The file must be a text file (.txt)
  - Use semi-colons to separate each field
    - Some fields do not require data; the semi-colon must still be present
    - There should be 13 semi-colons in each record
  - Samples:
    - **John; ; Doe; 123456789; 04/01/1954; john.doe@email.com; 1; 0; JCPS001; 05/22/2011;100 Airport Rd; 3rd Floor; 40601; Frankfort**
      - No middle initial or name
    - **John; Miller; Doe; 000456789; 04/01/1954; john.doe@email.com; 2; 50; JCPS001; 05/22/2011;100 Airport Rd; ; 40601-2048; Frankfort**
      - No “Address 2” data

**DRAFT**

**District batch processing steps**

1. When logged into KECI, click “Batch Processing” rather than “New Application”
2. Select the district, school year, and the district created file to be uploaded and click “Submit”
3. Click the “Error Log” link to view and correct data errors
  - Make note of the type of error
  - Click the pencil icon to edit the individual
  - Make corrections on the edit screen
  - Check the verification box and click “Sign Off”
    - Note: applicants with corrected errors will be processed directly from the edit page
4. Click the “Pending Applicant List” link to process any/all applicants loaded via the batch process
  - Check the verification box
  - Check individual applicants and then click “Process Selected Records” OR click “Process all applications”
    - Applicants with comments other than “Pending” in the Error column are not able to be processed via the Batch Process
  - Click “OK” to submit the applications

**Section VIII—Dedicated E-mail Support for the Emergency Substitute On-line Application Process**

- [EPSBTC4@ky.gov](mailto:EPSBTC4@ky.gov) should be used for ALL support questions and/or needs (seen on the global address book as “EPSB TC4”)
- Using the EPSB’s dedicated e-mail support system will ensure that appropriate EPSB personnel who can answer your question will respond quickly. EPSB certification consultants will refer questions to this e-mail address as well.

**APPENDIX A**

**Application for Emergency Substitute Certification Upload Instructions**

**1. Name of the Text File should be less than 50 Characters.**

**2. Format delimited by Semicolons ( ; )**

**Data Format Instructions**

Field Description	Order	Data Required	Length	Example	Validation
First Name	1	Yes	15	John	
Middle Name	2	Not	15		
Last Name	3	Yes	30	Doe	
SSN	4	Yes	9	12346789	
Date of Birth	5	Yes		04/01/1954	Should follow mm/dd/YYYY format, Example:- 01/01/1990
E-Mail	6	Yes	75	john.doe@email.com	
Education ID*	7	Yes		5	
Credit Hours*	8	Yes		0	
Board Number	9	Yes	30	JCPS001	
Board Meeting	10	Yes		05/22/2011	Date should be less than uploaded date and should be in within selected school year. Should follow mm/dd/YYYY format, Example:- 07/15/2011
Address 1	11	Yes	30	100 Airport Rd	
Address 2	12	Not	30		
Zip Code	13	Yes	5 or 10	40601	Zip Code 5 digits or 10 digit with extension 40601-2048 or 40601
City	14	Yes	30	Frankfort	

**Education ID and Credit Hours validation rules. \***

ID	Description	Credit Hours
1	High School or equivalent (GED)	0
2	Less than 64 college credit hours	Credit Hours < 64
3	Between 64 and 95 college credit hours	Credit Hours >= 64 and <= 95
4	At least 96 college credit hours	Credit Hours >= 96 and <= 200
5	Bachelor's degree or above	0

Education ID #1 and ID #2 are not valid options for the emergency certified substitute program.

# Agenda Book

Commonwealth of Kentucky CA-4  
EDUCATION PROFESSIONAL STANDARDS BOARD  
Division of Certification, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601  
Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

## APPLICATION FOR EMERGENCY SUBSTITUTE CERTIFICATION

### SECTION I. Applicant Information (type or print)

#### A. PERSONAL INFORMATION

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Gender:  Male  Female

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_  Home  Mobile

Ethnic Identification – Optional (check one)

- White, Non-Hispanic       Black, Non-Hispanic       Hispanic  
 Asian or Pacific Islander       American Indian       Other

### SECTION II. District Information

District: \_\_\_\_\_

District Code Number: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

FAX Number: (\_\_\_\_\_) \_\_\_\_\_

### SECTION III. Verifications

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:030):

1. Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
2. No Qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
3. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
4. The person named in this application sustains good moral character and is at least 18 years of age.
5. The applicant has complied with the criminal records check required in KRS 160.380.
6. The district shall comply with the priority selection process for employment established in 16 KAR 2:030, Section 2, for substitute teachers.
7. Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours.

I verify that the aforementioned prerequisite conditions/requirements have been met.

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION IV. Board Order Information

Number of board order declaring qualified teacher not available for this position: \_\_\_\_\_

Date of board order number: \_\_\_\_\_

District Contact Person: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

#### B. ACADEMIC PREPARATION

Between 64 and 95 college credit hours

Total Hours: \_\_\_\_\_

At least 96 college credit hours

Total Hours: \_\_\_\_\_

Bachelor's degree or above

District must collect official transcript for their records

Primary E-mail address: \_\_\_\_\_

Secondary E-mail address: \_\_\_\_\_

# Agenda Book

**NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**SECTION V. Character and Fitness**

A. Applicants are required to submit a national and state criminal background check. The criminal background check shall be conducted within twelve (12) months prior to the date of the initial application for certification.

- I am an applicant for initial certification in Kentucky and I have submitted or will submit my national and state background check.

B. If you have ever held, or currently hold a professional license, credential, or other document issued to you by any other jurisdiction other than Kentucky within the United States or abroad, enclose a copy of the certificate(s) and provide the following:

Type of Professional Certificate	State or Jurisdiction of Issuance	Issue Date	Expiration Date

**C. Disclosure of Background Information**

If you answer "yes" to any question below, SUBMIT a narrative with your application. The narrative should include dates, locations, school systems, court records, and any other information that explains the circumstances in detail.	YES	NO	Documentation Attached
1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes."			
2. Have you ever been suspended or discharged from any employment or military service because of allegations of misconduct?			
3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?			
4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?			
5. Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.			
6. Do you have any criminal charges pending against you?			
7. If you indicated "yes" to question #1 through #6, has that the EPSB previously reviewed the information?  _____ (Date of Review)			

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the Professional Code of Ethics for Kentucky Certified School Personnel, 16 Kentucky Administrative Regulation 1:020, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Section VI. Affirmation**

I affirm and declare that all information given by me on this application is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Agenda Book

Commonwealth of Kentucky **CA-4F**  
EDUCATION PROFESSIONAL STANDARDS BOARD  
Division of Certification, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601  
Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

## APPLICATION FOR FULL-TIME EMERGENCY CERTIFICATION

### SECTION I. Applicant Information (type or print)

#### A. PERSONAL INFORMATION

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Gender:  Male  Female

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_  Home  Mobile

Ethnic Identification – Optional (check one)

- White, Non-Hispanic       Black, Non-Hispanic       Hispanic  
 Asian or Pacific Islander       American Indian       Other

### SECTION II. District Information

District: \_\_\_\_\_ District Code Number: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_\_) \_\_\_\_\_

### SECTION III. Verifications

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:120):

- Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
  - Have you checked the KDE certified vacancy listing?  Yes  No Date Checked \_\_\_\_\_
  - Have you contacted the institution(s) in your geographic area regarding traditionally prepared candidates and candidates eligible for certification via the alternative routes?  Yes  No Date Checked \_\_\_\_\_
- Is this position or assignment funded or partially funded with Title I funds (targeted assistance and/or school-wide programs)?  Yes  No
- No qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds the appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
- This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
- The person named in this application sustains good moral character and is at least 18 years of age. (Applicant MUST fill out Section V on the reverse side of this form.)
- The applicant has complied with the criminal records check required in KRS 160.380.
- Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours and a bachelor's degree from a regionally accredited institution.

I verify that the aforementioned prerequisite conditions/requirements have been met, and that this applicant shall not be eligible for subsequent full time emergency certificates except in limited circumstances as defined in 16 KAR 2:120.

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION IV. Position Information and Board Order Information

Position Content Area or Area of Disability: \_\_\_\_\_ Percentage of Schedule: \_\_\_\_\_

Grade Level of Assignment:  Elementary (P-5)       Middle School (5-9)       High School (8-12)

Number of board order declaring qualified teacher not available for this position: \_\_\_\_\_

Date of board order number: \_\_\_\_\_

District Contact Person: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

#### B. ACADEMIC REQUIREMENT

Provide official undergraduate transcript –

Must have Bachelor's degree with 2.5 cumulative GPA

College or University	Date of Graduation	GPA

Primary E-mail address: \_\_\_\_\_

Secondary E-mail address: \_\_\_\_\_

# Agenda Book

**NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**SECTION V. Character and Fitness**

A. Applicants are required to submit a national and state criminal background check. The criminal background check shall be conducted within twelve (12) months prior to the date of the initial application for certification.

- I am an applicant for initial certification in Kentucky and I have submitted or will submit my national and state background check.

B. If you have ever held, or currently hold a professional license, credential, or other document issued to you by any other jurisdiction other than Kentucky within the United States or abroad, enclose a copy of the certificate(s) and provide the following:

Type of Professional Certificate	State or Jurisdiction of Issuance	Issue Date	Expiration Date

**C. Disclosure of Background Information**

If you answer "yes" to any question below, SUBMIT a narrative with your application. The narrative should include dates, locations, school systems, court records, and any other information that explains the circumstances in detail.	YES	NO	Documentation Attached
1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes."			
2. Have you ever been suspended or discharged from any employment or military service because of allegations of misconduct?			
3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?			
4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?			
5. Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.			
6. Do you have any criminal charges pending against you?			
7. If you indicated "yes" to question #1 through #6, has that the EPSB previously reviewed the information?  _____ (Date of Review)			

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the Professional Code of Ethics for Kentucky Certified School Personnel, 16 Kentucky Administrative Regulation 1:020, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Section VI. Affirmation**

I affirm and declare that all information given by me on this application is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Agenda Book

Commonwealth of Kentucky CA-4VE  
EDUCATION PROFESSIONAL STANDARDS BOARD  
Division of Certification, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601  
Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

## APPLICATION FOR EMERGENCY SUBSTITUTE CERTIFICATION

### SECTION I. Applicant Information (type or print)

#### A. PERSONAL INFORMATION

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Gender:  Male  Female

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_  Home  Mobile

#### Ethnic Identification – Optional (check one)

White, Non-Hispanic  Black, Non-Hispanic  Hispanic

Asian or Pacific Islander  American Indian  Other

#### B. ACADEMIC PREPARATION

High School or equivalent

Less than 64 college credit hours

Total Hours: \_\_\_\_\_

Between 64 and 95 college credit hours

Total Hours: \_\_\_\_\_

At least 96 college credit hours

Total Hours: \_\_\_\_\_

Bachelor's degree or above

District must collect official transcript for their records

Evidence of a minimum of four (4) years of occupational

Primary E-mail address: \_\_\_\_\_

Secondary E-mail address: \_\_\_\_\_

### SECTION II. District Information

District: \_\_\_\_\_ District Code Number: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_) \_\_\_\_\_

### SECTION III. Verifications

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:030):

1. Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
2. No Qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
3. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
4. The person named in this application sustains good moral character and is at least 18 years of age.
5. The applicant has complied with the criminal records check required in KRS 160.380.
6. The district shall comply with the priority selection process for employment established in 16 KAR 2:030, Section 2, for substitute teachers.

I verify that the aforementioned prerequisite conditions/requirements have been met.

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SECTION IV. Position Information and Board Order Information

Full-Time or Part Time Teaching Assignment – District must submit this form to EPSB along with supporting documentation

Substitute Teaching Assignment – District must submit this form to EPSB only if applicant answers "YES" to questions in Section V

Position Content Area: \_\_\_\_\_ Percentage of Schedule: \_\_\_\_\_

Grade Level of Assignment:  Middle School (5-9)  High School (8-12)

Number of board order declaring qualified teacher not available for this position: \_\_\_\_\_

Date of board order number: \_\_\_\_\_

District Contact Person: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

# Agenda Book

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

**SECTION V. Character and Fitness**

A. Applicants are required to submit a national and state criminal background check. The criminal background check shall be conducted within twelve (12) months prior to the date of the initial application for certification.

I am an applicant for initial certification in Kentucky and I have submitted or will submit my national and state background check.

B. If you have ever held, or currently hold a professional license, credential, or other document issued to you by any other jurisdiction other than Kentucky within the United States or abroad, enclose a copy of the certificate(s) and provide the following:

Type of Professional Certificate	State or Jurisdiction of Issuance	Issue Date	Expiration Date

**C. Disclosure of Background Information**

If you answer "yes" to any question below, SUBMIT a narrative with your application. The narrative should include dates, locations, school systems, court records, and any other information that explains the circumstances in detail.	YES	NO	Documentation Attached
1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes."			
2. Have you ever been suspended or discharged from any employment or military service because of allegations of misconduct?			
3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?			
4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?			
5. Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.			
6. Do you have any criminal charges pending against you?			
7. If you indicated "yes" to question #1 through #6, has that the EPSB previously reviewed the information? - _____ (Date of Review)			

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the Professional Code of Ethics for Kentucky Certified School Personnel, 16 Kentucky Administrative Regulation 1:020, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Section VI. Affirmation**

I affirm and declare that all information given by me on this application is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

1 **16 KAR 2:120. Emergency certification and out-of-field teaching.**

2 RELATES TO: KRS 157.390, 161.020, 161.028, 161.030, 161.100, 161.1211, 161.1221,  
3 334A.030, 334A.033, 334A.035, 334A.050, 334A.060

4 STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030(1), 161.100, 161.1221(1)

5 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.100 authorizes the  
6 Education Professional Standards Board to establish qualifications for granting emergency  
7 certificates if qualified teachers are not available for specific positions. KRS 161.1221(1)  
8 requires the Education Professional Standards Board to establish a definition for out-of-field  
9 teaching. This administrative regulation establishes the qualifications and procedures for  
10 emergency certifications and establishes the definition for out-of-field teaching.

11 Section 1. Definition. "Qualified teacher" means a teacher who holds the appropriate  
12 certification for the position unless the superintendent of the employing school district has  
13 documented evidence that the teacher is unsuitable for appointment.

14 Section 2. (1) (a) Until December 31, 2014, a superintendent of a local school district  
15 shall apply to the Education Professional Standards Board for an emergency teaching certificate  
16 on behalf of an applicant by completing the Form TC-4F; or

17 (b) Beginning January 1, 2015, a superintendent of a local school district shall apply to  
18 the Education Professional Standards Board for an emergency teaching certificate on behalf an  
19 applicant by completing the Form CA-4F.

20 (2) In accordance with KRS 161.100, prior to applying for an emergency teaching  
21 certificate, the superintendent and board of education of a local school district shall document the  
22 following: ~~[In order to comply with KRS 161.100 in establishing the need for employing~~  
23 ~~emergency teaching personnel, the superintendent of the local school district and the board of~~

Agenda Book

1 ~~education shall make the following declaration to the Education Professional Standards Board on~~  
2 ~~Form TC-4F.}]~~

3 (a) Qualified teachers have not applied for the vacant position and qualified teachers are  
4 not available for the position;

5 (b) Diligent efforts have been made to recruit a qualified teacher for the vacant position,  
6 and furthermore, this vacancy has been made known locally by appropriate means;

7 (c) The local school district has been unsuccessful in recruiting qualified teachers for the  
8 vacant position from the listings of teachers supplied by the placement services of the teacher  
9 education institutions;

10 (d) The position shall be filled by the most suitable applicant available, giving preference  
11 to the factors of academic preparation, prior teaching experience or related educational work, and  
12 personal attributes compatible with the demands of the teaching profession; and

13 (e) The local school district has conducted a criminal records check as required by KRS  
14 160.380 for each applicant prior to applying for the emergency certificate.

15 ~~(3) [(2)]~~(a) The Education Professional Standards Board, depending upon the assessment  
16 of need for the position and the availability or anticipated availability of qualified teachers, shall  
17 approve or disapprove a request for the employment of emergency teachers.

18 1. The term of validity of an emergency certificate may be limited to a period less than  
19 the full school year.

20 2. The beginning date shall be no earlier than the date the request form is received by the  
21 Education Professional Standards Board.

22 3. In accordance with the licensure requirements of KRS 334A.030, 334A.033,  
23 334A.035, 334A.050, and 334A.060, the Education Professional Standards Board shall not issue  
24 an emergency certificate for teaching exceptional children with communication disorders.

1 (b) An emergency certificate shall not be issued to the same person in any subsequent  
2 year unless the original emergency certificate was issued under the following conditions:

3 1. The emergency certificate was issued after February 15 of a school year; or

4 2. The emergency certificate was issued for less than fifty (50) percent of the person's  
5 class schedule.

6 (c) If an emergency certificate is issued to a person pursuant to paragraph (c) of this  
7 subsection, there shall be no more than one (1) subsequent issuance of an emergency certificate  
8 to the same person.

9 (3)(a) Emergency certification for an assignment as teacher of exceptional children shall  
10 be issued with the condition that the applicant shall receive intensive training on special  
11 education topics, including IEP, assessment, evaluation, individualized instruction, methods, and  
12 management. This training shall be accomplished as follows:

13 1. The applicant shall complete twelve (12) clock hours of training as required by the  
14 Office of Special Instructional Services of the Kentucky Department of Education;

15 2.a. The applicant shall complete an additional six (6) clock hours of training during the  
16 fall conference conducted by the Division of Exceptional Children Services of the Kentucky  
17 Department of Education. Teachers employed after the fall conference shall complete these six  
18 (6) clock hours of training during the spring conference of the Council for Exceptional Children;  
19 or

20 b. If the applicant is unable to attend either the fall conference or the spring conference,  
21 the applicant shall complete an additional six (6) clock hours of training offered through one (1)  
22 of the state's eleven (11) special education cooperatives. The training shall be similar to the  
23 topics covered at the conferences; and

## Agenda Book

1           3. The applicant shall participate in at least one (1) day of flexible in-service training,  
2 relevant specifically to special education. The training shall be limited to visitation in a  
3 classroom of an exemplary special education teacher, special education training relevant to the  
4 identified needs of the teacher, or other training provided by the Office of Special Instructional  
5 Services.

6           (b) The Kentucky Department of Education shall report to the Education Professional  
7 Standards Board those emergency certified teachers of exceptional children who have not  
8 completed the training requirements established in this subsection by June 30 of each year for the  
9 preceding school year.

10           (4) The superintendent of the local school district and the board of education may  
11 establish the need for emergency substitute teachers on the basis of anticipated shortages of  
12 regularly certified teachers and in accordance with district policies and procedures established  
13 for the selection and employment of substitute teachers.

14           (5) The Education Professional Standards Board shall periodically review the numbers of  
15 emergency certificates issued for full-time, part-time, and substitute teaching by school district,  
16 by position, and by academic preparation.

17           (6)(a)1. An emergency certificate for full-time or part-time employment shall be issued  
18 only to individuals who:

19           a. Have completed a minimum of a bachelor's degree from a regionally accredited  
20 college; and

21           b.(i) Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or

22           (ii) Have a minimum grade point average of 3.0 on a 4.0 scale on the last sixty (60) hours  
23 of credit completed, including undergraduate and graduate coursework.

Agenda Book

1           2. An emergency certificate for full-time or part-time employment shall not be issued to  
2 individuals who have been judged to be unsatisfactory in the beginning teacher internship  
3 established in 16 KAR 7:010.

4           (b) An emergency certificate for substitute teaching shall be issued to individuals who:

5           1. Have completed a minimum of sixty-four (64) semester hours of credit from a  
6 regionally accredited institution; and

7           2.a. Have a cumulative minimum grade point average of 2.5 on a 4.0 scale; or

8           b. Have a minimum grade point average of 3.0 on a 4.0 scale on the last sixty (60) hours  
9 of credit completed, including undergraduate and graduate coursework.

10          (c) An emergency certificate for substitute teaching in any career and technical education  
11 or occupation-based position may be issued to persons who have a minimum of four (4) years of  
12 occupational experience in the area to be taught and a high school diploma or its equivalent as  
13 determined by evidence of a passing score on the General Education Development Test.

14          (7)(a) 1. Until December 31, 2014, a Form TC-4F signed by the local school  
15 superintendent and approved by the local board of education shall be submitted for each  
16 anticipated emergency position for full-time or part-time employment. The application shall be  
17 accompanied by official transcripts of all college credits earned by the prospective emergency  
18 teacher; or

19          2. Beginning January 1, 2015, a Form CA-4F signed by the local school superintendent  
20 and approved by the local board of education shall be submitted for each anticipated emergency  
21 position for full-time or part-time employment. The application shall be accompanied by official  
22 transcripts of all college credits earned by the prospective emergency teacher.

1 (b) 1. Until December 1, 2014, a TC-4VE [TC-4Ve] signed by the local school  
2 superintendent and approved by the local board of education shall be submitted for each  
3 anticipated career and technical or occupation-based emergency position for full-time or part-  
4 time employment. The application shall be accompanied by official transcripts and certification  
5 of all educational attainment and work experience earned by the prospective emergency teacher;  
6 or

7 2. Beginning January 1, 2015, a CA-4VE signed by the local school superintendent and  
8 approved by the local board of education shall be submitted for each anticipated career and  
9 technical or occupation-based emergency position for full-time or part-time employment. The  
10 application shall be accompanied by official transcripts and certification of all educational  
11 attainment and work experience earned by the prospective emergency teacher.

12 (c) A local school district shall review the qualifications and transcripts for each applicant  
13 for an emergency certificate for substitute teaching pursuant to the requirements of this  
14 administrative regulation and other pertinent Kentucky statutes and administrative regulations  
15 regarding school personnel.

16 1. a. i. Until December 31, 2014, a local school district shall initiate the online application  
17 process for candidates for an emergency certificate for substitute teaching using the EPSB On-  
18 line TC-4 Application System in accordance with the On-line TC-4 Implementation Guide for  
19 Kentucky School Districts.

20 ii. [b.] A candidate for an emergency certificate for substitute teaching shall complete the  
21 Form TC-4 by using the EPSB On-line TC-4 Application System in accordance with the On-line  
22 TC-4 Implementation Guide for Kentucky School Districts.

23 b. i. Beginning January 1, 2015, a local school district shall initiate the online application  
24 process for candidates for an emergency certificate for substitute teaching using the EPSB On-

1 line Emergency Substitute Application System in accordance with the On-line Emergency  
2 Substitute Application System Implementation Guide for Kentucky School Districts.

3 ii. A candidate for an emergency certificate for substitute teaching shall complete the  
4 Form CA-4 by using the EPSB On-line Emergency Substitute Application System in accordance  
5 with the On-line Emergency Substitute Implementation Guide for Kentucky School Districts.

6 2. A local school district shall require candidates for an emergency certificate for  
7 substitute teaching for career and technical education or occupation-based emergency positions  
8 to complete a Form TC-4VE or Form CA-4VE.

9 3. A local school district shall submit any TC-4VE or Form CA-4VE application on  
10 which the candidate has provided an affirmative answer to any question in the application's  
11 Section IV, Character and Fitness, to the Education Professional Standards Board for approval  
12 prior to employing the candidate in a substitute teaching position.

13 Section 3. Rank and Salary Provisions. (1) The Education Professional Standards Board  
14 shall issue the emergency certificate for full-time or part-time employment established in Section  
15 2 of this administrative regulation with a rank designation based upon the criteria established in  
16 this subsection.

17 (a) A teacher holding a valid Kentucky teaching certificate shall be issued an emergency  
18 certificate for full-time or part-time employment at the rank designated on the teacher's regular  
19 certificate.

20 (b)1. A new teacher holding a valid one (1) year provisional certificate issued upon  
21 enrollment in the Kentucky Teacher Internship Program established in 16 KAR 7:010 shall be  
22 issued an emergency certificate for part-time employment at the rank designated on the teacher's  
23 one (1) year provisional certificate.

1           2. The teacher shall maintain a half-time enrollment in the internship as defined in 16  
2 KAR 7:010 to remain eligible for the higher rank established in this paragraph.

3           3. If the teacher terminates or otherwise fails to continue enrollment in the internship  
4 prior to its successful completion, the teacher shall be reclassified at Rank IV until the teacher is  
5 properly reenrolled in the internship program.

6           (c) A new teacher holding a valid Kentucky Statement of Eligibility shall be issued an  
7 emergency certificate for full-time or part-time employment at Rank IV until the teacher:

8           1. Is properly enrolled in the Kentucky Teacher Internship Program on at least a half-time  
9 basis as established in 16 KAR 7:010; and

10          2. Possesses the one (1) year provisional certificate referenced in paragraph (b)1 of this  
11 subsection.

12          (d) An applicant for the emergency certificate for full-time or part-time employment who  
13 does not hold a valid Kentucky teaching certificate shall be issued the emergency certificate at  
14 Rank IV.

15          (2) Local school districts issuing the emergency certificate for substitute teaching  
16 established in Section 2 of this administrative regulation shall adhere to the rank classifications  
17 established in KRS 161.1211.

18          Section 4. Out-of-field Teaching. (1) Pursuant to KRS 161.1221(1), out-of-field teaching  
19 shall be classified in the following four (4) categories:

20          (a) The number of emergency certificates issued by grade range, subject field, and  
21 district;

22          (b) The number of probationary certificates issued by grade range, subject field, and  
23 district;

1 (c) The number of temporary provisional certificates issued by grade range, subject field,  
2 and district; and

3 (d) The number of teachers who do not possess a certificate of legal qualifications for the  
4 professional position they hold in the public schools, including a breakout of:

5 1. The number of teachers who hold no certificate;

6 2. The number of teachers who hold an expired certificate;

7 3. The number of certified teachers who are teaching outside of the subject field or fields  
8 indicated on their certificate who do not hold a credential listed in paragraph (a), (b), or (c) of  
9 this subsection; and

10 4. The number of certified teachers who are teaching outside the grade range indicated on  
11 their certificate who do not hold a credential listed in paragraph (a), (b), or (c) of this subsection.

12 (2) If data is available, reports on out-of-field teaching in the four categories established  
13 in subsection (1) of this section shall differentiate between teachers who possess the equivalent  
14 of a college major, minor, or area of concentration in the subject area they are teaching.

15 Section 5. Beginning January 1, 2015, an applicant for any certificate described in this  
16 administrative regulation who is not currently certified as an educator in Kentucky shall submit a  
17 national and state criminal background check performed in accordance with KRS 160.380(5)(c)  
18 within twelve (12) months prior to the date of application.

19 Section 6. Incorporation by Reference. (1) The following material is incorporated by  
20 reference:

21 (a) “Form CA-4”, 08/2014;

22 (b) “Form CA-4F”, 08/2014;

23 (c) “Form CA-4VE”, 08/2014;

Agenda Book

1           (d) "Form TC-4, 10/2009;

2           (e) "Form TC-4F", revised 10/2009;

3           (f) ~~[(b)]~~ "Form TC-4VE", 10/2009;

4           (g) "Online Emergency Substitute Application Implementation Guide for Kentucky  
5 School Districts, August 2014; and

6           (h) ~~[(e)]~~ "On-line TC-4 Implementation Guide for Kentucky School Districts", May  
7 2012, and

8           ~~(d) "Form TC-4", 10/2009.]~~

9           (2) This material may be inspected, copied, or obtained, subject to applicable copyright  
10 law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort,  
11 Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item D**

**Information/Discussion Item:**

Teacher Leader Master's Review Committee Charter

**Applicable Statutes and Regulation:**

KRS 161.028  
16 KAR 5:010

**Applicable Goal:**

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

**Issue:**

Should the Education Professional Standards Board approve the charter for the Teacher Leader Master's Review Committee?

**Background:**

In 2008, the EPSB required that all educator preparation program institutions which offered master's degrees submit new teacher leader master programs. The submission requirements were based on work of the original Master's Degree Program Committee which explored professional career pathways for experienced educators to ensure one of the key provisions of the No Child Left Behind Act – all students will have a highly-qualified educator. The committee recommended benchmarks that support a paradigm of change for rank change/master's degree programs and identify indicators of achievement and/or proxy measures for candidates, programs, and institutions.

All original master's degree programs were sunsetted as of December 2010. Attached are the current approved teacher leader master's programs.

At the April 2014 meeting, a motion was made to develop a committee to review the current implementation of the teacher leader master's program to ensure all programs are being implemented according to the regulations adopted by the EPSB.

**Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564 – 4606  
E-mail: Kim.Walters-Parker@ky.gov

**Date:**

June 23, 2014



## **Teacher Leaders Master's Review Committee Charter**

### **Purpose**

To review implementation of the redesigned teacher leader master's programs to ensure all programs continue to meet the requirements of 16 KAR 5:010.

### **Scope of Operation**

The Committee must remain within statutory boundaries. The operational boundary for the Committee is the rank change/master's degree program and the charge and objectives set forth in this staff note. EPSB staff will provide support to the committee and provide the necessary resources where legally permissible to accomplish its objectives. Members will be reimbursed for travel, lodging, meals, and substitute teacher pay for service to the committee when applicable.

### **Objectives**

1. Review regulatory requirements for the teacher leader master's program.
2. Develop a survey instrument to use in surveying candidates who have completed the teacher leader master's program.
3. Analyze the outcomes of the survey.
4. Work with EPSB staff to connect the outcomes of the teacher leader master's programs and the impact of those programs on student learning/closing the achievement gap.

### **Time Frame**

The Committee should meet as often as necessary to complete its work and may break into subcommittees to divide tasks.



## Agenda Book

### Approved Teacher Leader Master's Programs

<b>Institution</b>	<b>Degree Program (Certificates Associated with program)</b>	<b>Approved</b>
Asbury University	Master of Arts in Education (Rank II, Rank I, and Teacher Leader Endorsement)	August 2008
Bellarmino University	Master of Arts in Education in Teacher Leadership (Rank II and Teacher Leader Endorsement)	September 2009
Brescia University	Master of Science in Teacher Leadership (Rank II and Teacher Leader Endorsement)	January 2011
Campbellsville University	Master of Arts in Education and Master of Arts in Special Education (Rank II and Teacher Leader Endorsement)	September 2010
Eastern Kentucky University	Master of Arts in Education (Rank II and Teacher Leader Endorsement)	January 2011
Georgetown College	Master of Arts in Education (Rank II and Teacher Leader Endorsement)	March 2010
Lindsey Wilson College	Master of Education (Rank II and Teacher Leader Endorsement)	May 2011
Midway College	Master of Education (Rank II and Teacher Leader Endorsement)	April 2014
Morehead State University	Master of Arts in Education and Non-degree Planned 5 <sup>th</sup> year (Rank II and Teacher Leader Endorsement)	August 2009
Murray State University	Master of Arts in Education and Non-degree Planned 5 <sup>th</sup> year (Rank II and Teacher Leader Endorsement)	August 2009
Northern Kentucky University	Master of Arts in Education: Teacher as Leader (Rank II and Teacher Leader Endorsement)	May 2009
Spalding University	Master of Education (Rank II and Teacher Leader Endorsement)	August 2010
Thomas More College	Master of Education (Rank II and Teacher Leader Endorsement)	August 2012
Union College	Master of Arts in Education (Rank II and Teacher Leader Endorsement)	March 2011

Agenda Book

University of Kentucky	Master of Education – Teacher Leader: Educational Leadership (Rank II and Teacher Leader Endorsement)	May 2011
	Master of Science in Education – Teacher Leader: IECE (Rank II and Teacher Leader Endorsement)	May 2012
	Master of Science in Education – Teacher Leader: Special Education (Rank II and Teacher Leader Endorsement)	May 2012
University of Louisville	Master of Education (Rank II and Teacher Leader Endorsement)	January 2010
University of the Cumberlands	Master of Arts in Education – Teacher Leader (Rank II and Teacher Leader Endorsement)	May 2011
Western Kentucky University	Master of Arts in Education and Non-degree Planned 5 <sup>th</sup> year (Rank II and Teacher Leader Endorsement)	January 2010

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item A**

**Action Item:**

Amend 16 KAR 9:080. University Based Alternative Certification Program

**Applicable Statutes and Regulation:**

KRS 161.048; KRS 161.028; KRS 161.030; KRS 161.120  
16 KAR 9:080

**Applicable Goal:**

Goal 2: Every professional position in a Kentucky public school is staffed by a properly credentialed educator.

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

**Background:**

The Option 6 Alternative Route Program is promulgated in 16 KAR 9:080 and incorporates by reference the alternative certification application form, TC-TP. The proposed amendment to 16 KAR 9:080 includes the adoption of the new certification form, CA-TP (Certification Application – Temporary Provisional). All new proposed certification forms will have the CA designation to ensure a smooth transition from the prior forms to the newly designed forms. The proposed CA-TP form also contains the newly adopted character and fitness questionnaire. A more user friendly format will also facilitate transition to the online submission of the CA-TP.

The amendment provides for the current application process to remain in effect until December 31, 2014. Beginning January 1, 2015, any applicant will need to use the CA-TP and complete a state and federal criminal background check. The amendment also provides language to move forward with the online application process.

**Alternative Actions:**

1. Approve the amendment to 16 KAR 9:080.
2. Modify and approve the amendment to 16 KAR 9:080.
3. Do not approve the amendment to 16 KAR 9:080.

**Contact Person:**

Mr. John Fields, Director  
Division of Certification  
(502) 564-4606  
E-mail: John.Fields@ky.gov

**Date:**

June 23, 2014



**Agenda Book**  
 Commonwealth of Kentucky  
 EDUCATION PROFESSIONAL STANDARDS BOARD  
 Division of Certification, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601  
 Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

**APPLICATION FOR TEMPORARY PROVISIONAL CERTIFICATION**

**SECTION I. Record of Personal Information and Preparation to be completed BY APPLICANT (type or print)**

A. PERSONAL INFORMATION

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Gender:  Male  Female

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number (\_\_\_\_\_) \_\_\_\_\_  Home  Mobile

Primary E-mail address: \_\_\_\_\_

Secondary E-mail address: \_\_\_\_\_

**Ethnic Identification – Optional (check one)**

White, Non-Hispanic       Black, Non-Hispanic       Hispanic

Asian or Pacific Islander       American Indian       Other

Are you a veteran of the United States Armed Forces or Reserves with at least six (6) years of service?  Yes  No

For EPSB Use ONLY		
Rec.	N/A	Item
		Official BA Transcript
		Transcript showing 6 new hours
		Verification of Employment in area
		Recommendation Page showing enrollment
		Showing Approved in Admission and Exit data
		Mentoring Plan
		Test Scores on Screen
		KTIP Eligibility documented on recommendation page

B. TYPE OF CERTIFICATE REQUESTED

Alternative Route Program:  Option 6  Option 7  Option 8

Certification Area Requested: \_\_\_\_\_

C. COLLEGE ATTENDANCE RECORD – list all degree programs or coursework since certificate was last issued

Provide official Transcript

I verify that I have at least 6 new hours towards the completion of my certification program since my last renewal

College or University	Address	Dates of Attendance				Total semester hours or degrees awarded
		From	To	From	To	
		M	Y	M	Y	

**SECTION II. Verification of Employment – to be completed by the hiring school district**

Teaching or Administrative Assignment (subject and grade level): \_\_\_\_\_

I verify that the applicant currently is employed or has an offer of employment in the above assignment for the \_\_\_\_\_ school year and that a mentoring program has been established as per 16 KAR 9:080 to support the applicant.

Beginning Date of Employment: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ District: \_\_\_\_\_ Date: \_\_\_\_\_

District Telephone number: (\_\_\_\_\_) \_\_\_\_\_

## Agenda Book

### PROFESSIONAL CODE OF ETHICS FOR KENTUCKY SCHOOL PERSONNEL 16 KAR 1:020

#### Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession:

#### (A) To Students

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about student or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing, rape; threats of physical harm; and sexual assault.

#### (B) To Parents

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

#### (C) To the Education Profession

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualification or those of other professionals.

# Agenda Book

**NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

**SECTION III. Character and Fitness**

A. Applicants are required to submit a national and state criminal background check. The criminal background check shall be conducted within twelve (12) months prior to the date of the initial application for certification.

- I am an applicant for initial certification in Kentucky and I have submitted or will submit my national and state background check.

B. If you have ever held, or currently hold a professional license, credential, or other document issued to you by any other jurisdiction other than Kentucky within the United States or abroad, enclose a copy of the certificate(s) and provide the following:

Type of Professional Certificate	State or Jurisdiction of Issuance	Issue Date	Expiration Date

C. Disclosure of Background Information

If you answer "yes" to any question below, SUBMIT a narrative with your application. The narrative should include dates, locations, school systems, court records, and any other information that explains the circumstances in detail.	YES	NO	Documentation Attached
1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes."			
2. Have you ever been suspended or discharged from any employment or military service because of allegations of misconduct?			
3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?			
4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?			
5. Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.			
6. Do you have any criminal charges pending against you?			
7. If you indicated "yes" to question #1 through #6, has that the EPSB previously reviewed the information? _____ (Date of Review)			

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the Professional Code of Ethics for Kentucky Certified School Personnel, 16 Kentucky Administrative Regulation 1:020, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**Section IV. Affirmation**

I affirm and declare that all information given by me on this application is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Agenda Book

Commonwealth of Kentucky  
EDUCATION PROFESSIONAL STANDARDS BOARD  
Division of Certification, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601  
Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

## APPLICATION FOR TEMPORARY PROVISIONAL CERTIFICATION

Record of Personal Information to be completed BY APPLICANT (type or print)

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Telephone Number (\_\_\_\_) \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix: \_\_\_\_\_  Home  Mobile

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Primary E-mail address: \_\_\_\_\_

Maiden Name: \_\_\_\_\_ Gender:  Male  Female \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Secondary E-mail address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

STOP HERE

Forward this page to the certification officer at the college or university where you are completing your preparation program.

### SECTION V. Certificate Recommendation (TO BE COMPLETED BY THE PREPARATION COLLEGE OR UNIVERSITY CERTIFICATION OFFICER)

#### A. Type of Alternative Route Program

Option 6  Option 7  Option 8

#### B. Recommendation

<b>Program (Must be consistent with employment)</b>

#### C. Program Enrollment Status

- Initial Enrollment – Enrollment Date \_\_\_\_\_  Copy of Mentoring Plan attached
- Continued Enrollment – First Renewal semester \_\_\_\_\_  Copy of Mentoring Plan attached if not in KTIP this semester
- I verify that the applicant has completed at least 6 hours towards the program since last issuance of TP certificate
- Continued Enrollment – Second Renewal semester \_\_\_\_\_  Copy of Mentoring Plan attached if not in KTIP this semester
- I verify that the applicant has completed at least 6 hours towards the program since last issuance of TP certificate

#### D. Internship Eligibility

- Is the applicant ready to participate in KTIP or KPIP?  Yes  No  
If YES complete page 5 and send a copy to the employing district and a copy to KTIP staff at EPSB  
*Application for second renewal cannot be submitted if marked NO*
- If YES, will applicant participate in KTIP during the current semester?  Yes  No  
If NO, a mentoring plan must be submitted

**Passing scores on all required assessments must be on file prior to issuance of the second renewal. All scores must be reported electronically to the EPSB.**

I verify that our institution has received passing scores for all KY required assessments if applicable and recommend the issuance of a certificate as indicated above

College or University: \_\_\_\_\_ Telephone number: (\_\_\_\_) \_\_\_\_\_

Signature and Title: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR TEMPORARY PROVISIONAL CERTIFICATION**

**SECTION VI. INTERNSHIP NOTIFICATION – TO BE COMPLETED BY THE RECOMMENDING INSTITUTION**

Candidate: \_\_\_\_\_

SSN: \_\_\_\_\_

District and School: \_\_\_\_\_

The above individual is a candidate in the alternative certification program at \_\_\_\_\_  
COLLEGE or UNIVERSITY

The teacher is ready to begin the Kentucky Teacher Internship Program (KTIP)

The administrator is ready to begin the Kentucky Principal Internship Program (KPIP)

The individual's area of certification area is: \_\_\_\_\_

College or University: \_\_\_\_\_ Signature and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Upon successful completion of KTIP or KPIP, the candidate should submit \$50 AND the appropriate EPSB form to apply for certification for subsequent years. (CA-1 if they have completed their alternative route program; CA-TP if they are continuing in the alternative route program)

**Please send a copy of this page to the appropriate district internship coordinator and to EPSB KTIP staff when candidate is eligible for the Internship.**



Agenda Book

1 EDUCATION PROFESSIONAL STANDARDS BOARD

2 (Amendment)

3 16 KAR 9:080. University-based alternative certification program.

4 RELATES TO: KRS 156.111, 160.345(2)(h), 161.027, 161.028(1)(k), (s), (t),  
5 161.030(10), 161.048

6 STATUTORY AUTHORITY: KRS 161.027(1), 161.048(1)(d), (7)

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.048(1)(d) and (7) require  
8 the Education Professional Standards Board to promulgate administrative regulations  
9 establishing the standards and procedures for a university alternative certification option for  
10 teacher and administrator certification. This administrative regulation establishes the  
11 requirements for entry and completion of the teacher and administrator university-based  
12 alternative certification options, the responsibilities of the employing school or school district,  
13 and the responsibilities of the approved college or university alternative program.

14 Section 1. Definitions. (1) "Alternative certification administrator program" means a  
15 college or university post baccalaureate or post masters administrator preparation program for an  
16 individual enrolled concurrently with employment in a local school district as an assistant  
17 principal, principal, assistant superintendent, guidance counselor, director of special education,  
18 director of pupil personnel, supervisor of instruction, or superintendent.

19 (2) "Alternative certification teacher program" means a college or university post  
20 baccalaureate teacher preparation program for an individual enrolled concurrently with  
21 employment as a teacher.

1 Section 2. Admission Requirements. (1) An applicant for an alternative certification  
2 teacher program shall meet the admission standards for an initial certification program  
3 established in 16 KAR 5:020.

4 (2) An applicant for an alternative certification administrator program shall meet the  
5 admission standards for the corresponding administrator certification program established in 16  
6 KAR Chapter 3.

7 (3) An applicant for any alternative certification teacher or administrator program shall  
8 meet all certification requirements for the corresponding certificate established in 16 KAR  
9 Chapter 2 or 3 except completion of the corresponding educator preparation program and the  
10 required assessments.

11 Section 3. University Requirements for Alternative Certification Teacher Program. (1)  
12 An accredited college or university seeking to offer an alternative certification teacher program  
13 shall apply to the Education Professional Standards Board for program approval in accordance  
14 with 16 KAR 5:010.

15 (2) In addition to the standards for program approval established in 16 KAR 5:010, the  
16 educator preparation institution seeking alternative certification teacher program approval shall  
17 design the alternative certification teacher program to provide a candidate with the coursework  
18 and mentoring necessary to permit a candidate to maintain employment in an eligible position  
19 and to successfully complete any applicable assessments, including internship programs, within a  
20 period of three (3) years for those enrolled in an alternative certification teacher program.

21 (3) Upon approval, the alternative certification teacher program unit shall:

22 (a) Assess a candidate's educational background and develop a plan of coursework that  
23 shall adequately prepare the candidate for successful completion of the requirements for program

1 completion and certification for the areas and grade ranges that correspond with the candidate's  
2 school placement;

3 (b) Provide a candidate written and dated documentation of eligibility for the university  
4 alternative certification teacher program so that the candidate may be considered for employment  
5 pursuant to KRS 160.345(2)(h);

6 (c) Ensure that a candidate begins coursework no later than ninety (90) days from the  
7 date the eligibility notice is issued;

8 (d) Develop a written agreement to provide, in collaboration with the administration of  
9 the candidate's employing school, mentoring to the candidate in the employment setting which  
10 shall include:

11 1. Prior to the candidate's enrollment in the Kentucky Teacher Internship Program  
12 pursuant to KRS 161.030 and 16 KAR 7:010, a minimum of fifteen (15) hours of annual  
13 observation utilizing university faculty and a district-based mentor of the candidate practicing  
14 instruction in the classroom, as follows:

15 a. A minimum of five (5) hours of observation by university faculty;

16 b. A minimum of five (5) hours of observation by a district-based mentor; and

17 c. A minimum of five (5) hours of observation by either the university faculty or the  
18 district-based mentor;

19 2. A description of how support shall be offered to the candidate during in-class and out-  
20 of-class time to assist the candidate in meeting the teacher's instructional responsibilities;

21 3. The name, contact person, and role for the collaborating educator preparation  
22 institution mentor; and

23 4. The name and role of all school district mentor teachers;

1 (e) Establish a process to maintain regular communication with the employing school so  
2 that the institution and employing school may assist the candidate as needed and address  
3 identified areas of improvement; and

4 (f) Notify the Education Professional Standards Board in writing if a candidate's  
5 employment in a covered position or enrollment in the alternative certification teacher program  
6 permanently ceases.

7 (4) Student teaching shall not be required for program completion.

8 Section 4. Temporary Provisional Certificate for Teaching. (1) The temporary provisional  
9 certificate for teaching shall be issued and renewed in accordance with KRS 161.048(7).

10 (2) The temporary provisional certificate for teaching shall be:

11 (a) 1. Until December 31, 2014, issued in accordance with a grade level and  
12 specialization as recommended by the educator preparation institution on Form TC-  
13 TP; or

14 2. Beginning January 1, 2015, issued in accordance with a grade level and specialization  
15 as recommended by the educator preparation institution on Form CA-TP; and

16 (b) Valid for employment consistent with the area of certification being sought through  
17 the preparation program.

18 (3) The temporary provisional certificate for teaching shall be issued at the rank  
19 corresponding to the degree held by the teacher applicant in accordance with the requirements  
20 established in 16 KAR 8:020.

21 Section 5. Issuance of a Temporary Provisional Certificate for Teaching. (1) Prior to  
22 seeking employment in a Kentucky public school, a candidate shall request from the institution

1 written and dated documentation of eligibility for the alternative certification teacher program to  
2 provide to school districts pursuant to KRS 160.345(2)(h).

3 (2) Prior to employment, a superintendent, on behalf of the employing local board of  
4 education, shall be responsible for requesting the temporary provisional certificate.

5 (3) The candidate shall submit to the Education Professional Standards Board an official  
6 college transcript from each college or university attended.

7 (4) The employing school district shall submit with Form TC-TP or Form CA-TP a  
8 completed and signed copy of the mentoring collaboration agreement with the alternative  
9 certification teacher program as required by Section 3(3)(d) of this administrative regulation.

10 (5) Beginning January 1, 2015, a candidate who is not currently certified as an educator  
11 in Kentucky shall submit a national and state criminal background check performed in  
12 accordance with KRS 160.380(5)(c) within twelve (12) months prior to the date of application.

13 Section 6. Requirements for Renewal of the Temporary Provisional Certificate for  
14 Teaching. (1) A candidate shall be eligible for the first renewal of the temporary provisional  
15 certificate upon successful completion of the following requirements:

16 (a) Evidence of employment in a Kentucky school district or nonpublic school in the  
17 content area or areas indicated on the initial provisional certificate;

18 (b) A minimum of six (6) semester hours or its equivalent from the approved preparation  
19 program; and

20 (b) 1. Until December 31, 2014, completion of Form TC-TP; or

21 2. Beginning January 1, 2015, completion of Form CA-TP.

22 (2) A candidate shall be eligible for the final renewal of the temporary provisional  
23 certificate upon successful completion of the following requirements:

Agenda Book

1 (a) Evidence of employment in a Kentucky school district or nonpublic school in the  
2 content area or areas indicated on the initial provisional certificate;

3 (b) A minimum of six (6) new semester hours or its equivalent from the approved  
4 preparation program;

5 (c) The required assessments as established in 16 KAR 6:010; and

6 (d) 1. Until December 31, 2014, Completion of Form TC-TP; or

7 2. Beginning January 1, 2015, completion of Form CA-TP.

8 Section 7. Alternative Certification Teacher Program Completion Requirements. (1) If  
9 the candidate has successfully passed the required assessments as outlined in 16 KAR 6:010, and  
10 completed the required coursework, the institution shall provide written notice to the employing  
11 school district that a candidate is eligible to participate in the Kentucky Teacher Internship  
12 Program in each subject area covered by the temporary provisional certificate and in accordance  
13 with 16 KAR 7:010.

14 (2) When the candidate is prepared to enroll in the Kentucky Teacher Internship Program,  
15 the recommending institution shall complete and sign page five (5) of the TC-TP or page four (4)  
16 of the CA-TP form and deliver it to the employing school district for submission to the  
17 Education Professional Standards Board.

18 (3) Upon completion of all program requirements of the alternative certification teacher  
19 program, including successful completion of the Kentucky Teacher Internship Program  
20 established in KRS 161.030 and 16 KAR 7:010, the candidate may make application to the  
21 Education Professional Standards Board for the professional certificate on the form TC-1 or CA-  
22 1, which are [is] incorporated by reference in 16 KAR 2:010.

1 (4) Upon verification that a candidate has met all eligibility requirements for certificate  
2 issuance, the Education Professional Standards Board shall issue a professional certificate.

3 (5) A candidate who failed to successfully complete the assessments, the internship, or  
4 the required coursework during the initial issuance and two (2) renewals of the temporary  
5 certificate, in accordance with KRS 161.048(7), and who has been transitioned into an  
6 institution's traditional educator preparation program, shall be eligible for a Teacher Internship  
7 Statement of Eligibility-Confirmation of Employment as a Teacher upon recommendation of the  
8 institution after the candidate's completion of the preparation program and the required  
9 assessments.

10 (6) If a candidate fails to complete all alternative certification program requirements  
11 during the initial issuance and two (2) renewals of the temporary provisional certificate, in  
12 accordance with KRS 161.048(7), the employing school district may, pursuant to 16 KAR 2:010,  
13 2:120, and 2:180, submit an application for emergency or conditional certification on behalf of  
14 the former employee to allow the individual to continue employment.

15 Section 8. University Requirements for an Alternative Certification Administrator  
16 Program. (1) An accredited college or university seeking to offer an alternative certification  
17 administrator program shall apply to the Education Professional Standards Board for program  
18 approval in accordance with 16 KAR 5:010.

19 (2) In addition to the standards for program approval established in 16 KAR 5:010, the  
20 educator preparation institution seeking alternative certification administrator program approval  
21 shall design the alternative certification administrator program to provide a candidate with the  
22 coursework and mentoring appropriate to permit a candidate to maintain employment in an  
23 eligible position and successfully complete any applicable assessments, including any internship

1 or training programs, within a period of two (2) years for those enrolled in an alternative  
2 certification administrator program.

3 (3) Upon approval, the alternative certification administrator program unit shall:

4 (a) Assess a candidate's educational background and develop a plan of coursework that  
5 shall adequately prepare the candidate for successful completion of the requirements for program  
6 completion and certification for the areas and grade ranges that correspond with the candidate's  
7 school placement;

8 (b) Provide a candidate written and dated documentation of eligibility for the university  
9 alternative certification administrator program so that the candidate may be considered for  
10 employment pursuant to KRS 160.345(2)(h);

11 (c) Ensure that a candidate begins coursework no later than ninety (90) days from the  
12 date the eligibility notice is issued;

13 (d) Develop a written agreement to provide, in collaboration with the administration of  
14 the candidate's employing school, mentoring to the candidate in the employment setting which  
15 shall include:

16 1. A minimum of fifteen (15) hours of annual observation utilizing university faculty and  
17 a district-based mentor of the candidate practicing in the appropriate administrative role, as  
18 follows:

19 a. A minimum of five (5) hours of observation by university faculty;

20 b. A minimum of five (5) hours of observation by a district-based mentor; and

21 c. Five (5) hours of observation by either the university faculty or the district-based  
22 mentor;

1           2. A description of how support shall be offered to the candidate to assist the candidate in  
2 meeting the candidate's administrative responsibilities;

3           3. The name, contact person, and role for the collaborating educator preparation  
4 institution mentor; and

5           4. The name and role of all school district mentors;

6           (e) Establish a process to maintain regular communication with the employing school so  
7 that the institution and employing school may assist the candidate as needed and address  
8 identified areas of improvement; and

9           (f) Notify the Education Professional Standards Board in writing if a candidate's  
10 employment in a covered position or enrollment in the alternative certification administrator  
11 program permanently ceases.

12           Section 9. Temporary Provisional Administrative Certificate. (1) The temporary  
13 provisional administrative certificate shall be issued for a validity period not to exceed one (1)  
14 year.

15           (2) The temporary provisional administrative certificate may be renewed a maximum of  
16 one (1) time.

17           (3) The temporary provisional administrative certificate shall be valid for employment in  
18 a position consistent with the area of certification being sought through the preparation program.

19           Section 10. Issuance of a Temporary Provisional Administrative Certificate. (1) Prior to  
20 seeking employment in a Kentucky public school, a candidate shall request from the institution  
21 written and dated documentation of eligibility for the university based alternative certification  
22 administrator program to provide to school districts pursuant to KRS 160.345(2)(h).

1 (2) Prior to employment, a superintendent, on behalf of the employing local board of  
2 education, shall be responsible for requesting the temporary provisional certificate.

3 (3) The candidate shall submit to the Education Professional Standards Board an official  
4 college transcript from each college or university attended.

5 (4) The employing school district shall submit with Form TC-TP or Form CA-TP a  
6 completed and signed copy of the mentoring collaboration agreement with the university based  
7 alternative certification program as required by Section 8(3)(d) of this administrative regulation.

8 (5) Beginning January 1, 2015, a candidate who is not currently certified as an educator  
9 in Kentucky shall submit a national and state criminal background check performed in  
10 accordance with KRS 160.380(5)(c) within twelve (12) months prior to the date of application.

11 Section 11. Requirements for renewal of the temporary provisional certificate for an  
12 administrator. (1) A candidate shall be eligible for no more than one (1) renewal of the  
13 temporary provisional certificate.

14 (2) A candidate shall be eligible for renewal of the temporary provisional certificate upon  
15 successful completion of the following requirements:

16 (a) Evidence of employment in a Kentucky school district or nonpublic school in the  
17 position indicated on the temporary provisional certificate;

18 (b) A minimum of six (6) semester hours or its equivalent from the approved preparation  
19 program; and

20 (c) 1. Until December 31, 2014, Completion of Form TC-TP; or

21 2. Beginning January 1, 2015, completion of Form CA-TP.

22 Section 12. Alternative Certification Administrator Program Completion Requirements.

23 (1)(a) If the alternative certification administrator candidate for principal certification has

1 successfully passed the required assessments, as outlined in 16 KAR 6:030, and completed the  
2 required coursework, the institution shall provide written notice to the district that the candidate  
3 is eligible to participate in the Kentucky Principal Internship Program in accordance with 16  
4 KAR 7:020.

5 (b) When a principal candidate is ready to enroll in the Kentucky Principal Internship  
6 Program, the recommending institution shall complete page five (5) of the TC-TP form or Form  
7 CA-TP and deliver the form to the employing school district for submission to the Education  
8 Professional Standards Board.

9 (2)(a) An alternative certification administrator candidate who failed to complete the  
10 assessments, the internship, or the required coursework during the initial issuance and one (1)  
11 renewal of the temporary provisional certificate and who has been transitioned into an  
12 institution's traditional preparation program, shall be eligible for an administrative certificate in  
13 the area of study upon recommendation of the institution after the candidate's completion of the  
14 preparation program and the required assessments.

15 (b) If the candidate was initially enrolled in the alternative certification program for  
16 principal, the candidate shall be eligible for a Principal Internship Statement of Eligibility-  
17 Confirmation of Employment as a Principal/Assistant Principal in an Accredited Kentucky  
18 School upon recommendation of the institution after the candidate's completion of the  
19 preparation program and the required assessments.

20 (3)(a) During the period of enrollment in the alternative certification administrator  
21 program, a candidate seeking superintendent certification and serving in a local school district as  
22 a superintendent or assistant superintendent shall successfully complete both the coursework in

1 the institution's alternative certification administrator program as well as the Superintendents  
2 Training Program and assessments required in KRS 156.111.

3 (b) The college or university faculty shall maintain contact with the employing school  
4 district and the Kentucky Department of Education regarding the completion of coursework to  
5 ensure that a superintendent candidate has completed the required coursework to prepare for the  
6 assessments and participation in the Superintendents Training Program.

7 (4) Upon completion of the alternative certification administrator program, the  
8 assessments, and the internship or Superintendents Training Program as applicable, the  
9 university shall provide a recommendation for the professional certificate on the candidate's TC-  
10 1 or CA-1 form.

11 (5) Upon verification that a candidate has met all eligibility requirements for certificate  
12 issuance, the Education Professional Standards Board shall issue a professional certificate.

13 Section 13. Incorporation by Reference. (1) The following material is incorporated by  
14 reference:

15 (a) "Application for Temporary Provisional Certification", Form TC-TP, May 2007;

16 (b) "Application for Temporary Provisional Certification", Form CA-TP, June 2014;

17 (c) "Teacher Internship Statement of Eligibility-Confirmation of Employment as a  
18 Teacher", November 2004; and

19 (d) ~~{(e)}~~ "Principal Internship Statement of Eligibility-Confirmation of Employment as a  
20 Principal/Assistant Principal in an Accredited Kentucky School", May 2005.

21 (2) This material may be inspected, copied, or obtained, subject to applicable copyright  
22 law, at the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort,  
23 Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

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Date

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Cassandra Webb, Chairperson  
Education Professional Standards Board

**DRAFT**



## Agenda Book

**PUBLIC HEARING AND PUBLIC COMMENT PERIOD:** A public hearing on this administrative regulation shall be held on Friday, August 29, 2014 at 9:00 a.m. at the offices of the Education Professional Standards Board, 100 Airport Road, 3<sup>rd</sup> Floor, Conference Room A, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted until close of business on September 2, 2014. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

Contact person: Alicia A. Sneed, Director of Legal Services  
Education Professional Standards Board  
100 Airport Road, Third Floor  
Frankfort, KY 40601  
(502) 564-4606  
FAX: (502) 564-7080

**REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT**

Regulation #: 16 KAR 9:080

Contact Person: Alicia A. Sneed, Director of Legal Services

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the requirements for entry and completion of the teacher and administrator university-based alternative certification options, the responsibilities of the employing school or school district, and the responsibilities of the approved college or university alternative program.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to provide notice to individuals seeking certification through an university-based alternative certification program of the requirements for certification and program completion.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 161.048(1)(d) and (7) require the Education Professional Standards Board to promulgate administrative regulations establishing the standards and procedures for a university alternative certification option for teacher and administrator certification.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation delineates the steps necessary to achieve certification through an university-based alternative certification program.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment transitions applicants for alternative certification from using the form TC-TP to form CA-TP. The CA-TP is an updated and modernized application form which also contains new character and fitness questions to ensure the applicants do not have any background issues that might make them unsuitable to work with students. Additionally, the new amendment adopts a requirement that first time applicants for certification submit the criminal background check required for school employment with their application.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to ensure that the current application process is modernized and collects only useful information on the applicant's background.

## Agenda Book

(c) How the amendment conforms to the content of the authorizing statutes: KRS 161.048(1)(d) and (7) require the Education Professional Standards Board to promulgate administrative regulations establishing the standards and procedures for a university alternative certification option for teacher and administrator certification.

(d) How the amendment will assist in the effective administration of the statutes: This amendment will ensure that the Education Professional Standards Board is collecting all the necessary information to make an informed decision of each candidate's fitness for the classroom and qualifications.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 173 Kentucky school districts, 30 educator preparation programs, and educators seeking alternative certification through an university based alternative certification program.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: The school districts will have a clearer form to complete and an assurance that their candidates have been reviewed by the Education Professional Standards Board. The educator preparation programs will have a clearer form to complete. Educators will have a less vague character and fitness questionnaire to complete and may need to provide some additional background information. First time applicants will need to provide the criminal background check obtained at employment to the EPSB for review.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): There should be no additional costs to any party since the background checks are required at employment and in order to receive a temporary provisional certificate the applicant must have an offer of employment.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The educator preparation programs and school districts will be positively affected by the clarifications to the regulation.

(5) Provide an estimate of how much it will cost the administrative body to implement

this administrative regulation:

(a) Initially: None

(b) On a continuing basis: None

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: State General Fund.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: No increase in fees or funding will be necessary to implement this administrative regulation.

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: This administrative regulation does not establish any fees, or directly or indirectly increase fees.

(9) TIERING: Is tiering applied? (Explain why or why not) YES, individuals who do not have current certification will be required to submit a criminal background check; otherwise, tiering will not apply since all candidates are required to meet the same requirements.

FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation Number: 16 KAR 9:080  
Contact Person: Alicia A. Sneed  
Phone number: 502-564-4606

(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? The Education Professional Standards Board, public colleges and universities, and the 173 public school districts.

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 161.020, 161.027, 161.028, 161.048

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? There should be no additional revenues created by this amendment.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? There should be no additional revenues created by this amendment.

(c) How much will it cost to administer this program for the first year? There are no costs associated with the administration of this program.

(d) How much will it cost to administer this program for subsequent years? There are no costs associated with the administration of this program.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Revenues (+/-):

Expenditures (+/-):

Other Explanation: This is not a fee generating or a cost incurring program, but sets the requirements for university-based alternative certification programs.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item B**

**Action Item:**

Amendment to EPSB's Meeting Policy, Final Action

**Applicable Statutes and Regulation:**

KRS 61.820; KRS 161.028

**Applicable Goal:**

All goals

**Issue:**

Should the Education Professional Standards Board amend the EPSB's Meeting Policy to have meetings at regular intervals during the year?

**Background:**

At the March 17, 2014, board meeting, the Education Professional Standards Board (EPSB) adopted its strategic plan which included a regular meeting schedule to begin with fiscal year 2015. The strategic plan institutes meeting dates for the second Monday of each even numbered month, i.e. February, April, June, August, October, and December. This regular schedule will provide board members, staff, and constituents with consistent meeting dates for planning attendance and submissions for the EPSB meetings. Additionally, a regular meeting schedule will expedite disciplinary cases and treat respondents more equitably as cases will not lag between meetings scheduled several months apart.

The draft amendment for the EPSB's current policy deletes language requiring the EPSB to annually adopt a meeting schedule for the next fiscal year and replaces it with "the second Monday of each February, April, June, August, October, and December."

**Alternative Actions:**

1. Approve the amendment.
2. Do not approve the amendment.

**Staff Recommendation:**

Alternative 1

**Rationale**

The policy amendment was initiated as part of the Board's adopted strategic plan. Regularly scheduled meeting dates will provide board members, constituents, and staff with consistent meeting dates for planning and expedite the review of disciplinary matters.

**Contact Person:**

Ms. Alicia A. Sneed, Director  
Division of Legal Services  
(502) 564-4606  
E-mail: Alicia.Sneed@ky.gov

Agenda Book

**Date:**

June 23, 2014

**Education Professional Standards Board**

**MEETING  
POLICY**

**Approved March 5, 2012**

In accordance with KRS 61.820, the Education Professional Standards Board shall meet the second Monday of each February, April, June, August, October, and December ~~adopt and publish a schedule for regular meetings at its last regularly scheduled meeting for the fiscal year~~. The agenda shall be electronically available to the public 5 days prior to the meeting date.

The agenda book, misconduct docket, and all relevant support materials for each meeting shall be made electronically available to the board ten (10) days prior to the meeting date. Additional review materials including a disciplinary docket addendum may be supplied electronically to the board four (4) days prior to the meeting.

A board member who wishes to receive all or part of the meeting materials in a paper format shall make a written request to the executive director.

At the discretion of the executive director, additional materials may be provided to the board on the day of the meeting.

A board member who does not have access to a home computer may request an agency laptop for use to prepare for meetings. If a board member uses an agency laptop, the board member shall be subject to the agency's acceptable use policy.

Board members are responsible for maintaining the confidentiality of any board materials provided to them.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item, Waiver**

**Action Item:**

Request for waiver of the Board's decision to notate the periods of suspension and/or revocation on a teaching certificate when reissued

**Applicable Statute, Regulation, or Board Action:**

Board action 2004-054

**Applicable Goal:**

Goal 3: Every credentialed educator exemplifies behaviors that maintain the dignity and integrity of the profession by adhering to established law and EPSB Code of Ethics.

**Issue:**

Should the Education Professional Standards Board waive the Board decision to notate periods of suspension and/or revocation on a teacher's certificate that was suspended from May 27, 2009, to May 27, 2010?

**Background:**

Ms. Vonda Myers' Kentucky teaching certificate was suspended for one (1) year beginning May 27, 2009. In August of 2004, the Education Professional Standards Board approved notating periods of suspension or revocation on reissued certificates. Suspension and revocation dates are automatically notated on any certificate that is renewed or reissued pursuant to the August 2004 decision.

Along with Ms. Myers' request for a waiver, staff has included the original complaint from the school district, Ms. Myer's rebuttal, and the Agreed Order in Disciplinary Case Number 060364.

**Extraordinary Circumstances**

Due to the suspension dates appearing on her certificate, Ms. Myers feels that hiring districts do not consider her assets and her ability to help students succeed.

**Alternative Actions:**

1. Approve the waiver request.
2. Do not approve the waiver request.

**Contact Person:**

Ms. Alicia A. Sneed, Director  
Division of Legal Services  
(502) 564-4606  
E-mail: Alicia.Sneed@ky.gov

**Date:**

June 23, 2014



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Alternative Route to Certification Application**

**Action Item:**

Alternative Route to Certification Application

**Applicable Statutes and Regulation:**

KRS 161.028, 161.030, 161.048  
16 KAR 9:010

**Applicable Goal:**

Goal II: Every professional position in a Kentucky public school is staffed by a properly credentialed educator.

**Issue:**

Should the Education Professional Standards Board approve the alternative route to certification application(s)?

**Background:**

The following individual is requesting certification on the basis of exceptional work experience:

John Henson, Journalism, Grades 8-12

The application will be sent under separate cover.

**Alternative Actions:**

1. Approve the alternative route to certification application.
2. Modify and approve the alternative route to certification application.
3. Do not approve the alternative route to certification application.

**Contact Person:**

Mr. John Fields, Director  
Division of Certification  
(502) 564-4606  
E-mail: John.Fields@ky.gov

**Date:**

June 23, 2014



## Agenda Book

### **16 KAR 9:010. Professional certificate for exceptional work experience, limited to secondary education.**

RELATES TO: KRS 161.028, 161.030, 161.048

STATUTORY AUTHORITY: KRS 161.028, 161.030, 161.048

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.048 establishes the eligibility requirements for a candidate seeking to participate in an alternative teacher preparation program. This administrative regulation establishes the requirements for issuance and renewal of a professional certificate for secondary education based on exceptional work experience.

Section 1. Definitions. (1) "Exceptional work experience" means a person with recognized superiority as compared with others in rank, status, and attainment or superior knowledge and skill in comparison with the generally accepted standards in the area in which certification is sought.

(2) "Secondary education" means the area in which certification is sought in a subject taught in grades 9 - 12 in a Kentucky school.

Section 2. Verification of exceptional qualifications of an applicant for certification, in a field of endeavor taught or service practiced in a public school of Kentucky, shall include:

(1) Sufficient documentation that demonstrates to the local school district and the Education Professional Standards Board that an applicant is one who has exceptional work experience as defined in Section 1 of this administrative regulation and has talents and abilities commensurate with the new teacher standards, established in 16 KAR 1:010;

(2) Documentation of achievement that may include advanced degrees earned, distinguished employment, evidence of related study or experience, publications, professional achievement, or recognition attained for contributions to an applicant's field of endeavor; and

(3) Recommendations from professional associations, former employers, professional colleagues, or any other individual or group whose evaluations shall support exceptional work in the field.

Section 3. Certification Requirements. An eligible candidate who meets the requirements of KRS 161.048(1) and character and fitness review established in KRS 161.040 shall be issued the provisional certificate, limited to secondary education and valid for one (1) year. Upon successful completion of the Kentucky Teacher Internship Program as established in KRS 161.030(5) to (8), the professional certificate, limited to secondary education, shall be issued and shall be valid for an additional four (4) years.

Section 4. Renewal Requirements. Each five (5) year renewal of the professional certificate identified in Section 3 of this administrative regulation shall meet the renewal requirements established in 16 KAR 4:060. (25 Ky.R. 1283; Am. 1602; eff. 1-19-99; recodified from 704 KAR 20:720, 7-2-2002.)