

**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**

**August 5, 2013**

**Monday, August 5, 2013**

**9:00 AM EDT Call to Order**

**Roll Call**

Open Speak

**Approval of Consent Item**

Approval of May 13, 2013 EPSB Minutes (**Pages 1-32**)

**Report of the Executive Director**

A. Report from the Kentucky Department of Education

B. Report from the Council on Postsecondary Education

**Report of the Chair**

Appointment of the Nominating Committee

Appointment of the Evaluation of the Executive Director Committee

**Information/Discussion Item**

Financial Report for Fiscal Year 2013 (Mr. Gary Freeland)  
(**Pages 33-34**)

**Action Items**

A. Berea College: Accreditation with Conditions Report  
(Dr. Kim Walters-Parker) (**Pages 35-36**)

B. Kentucky Christian University: Accreditation with Conditions  
Report (Dr. Walters-Parker) (**Pages 37-38**)

C. 16 KAR 9:080. University-Based Alternative Certification  
Program, Final Action (Dr. Walters-Parker) (**Pages 39-64**)

D. Request for Off-Campus Location, Union College  
(Dr. Walters-Parker) (**Pages 65-66**)

E. Accreditation of the Educator Preparation Unit and Approval of  
Programs, Bellarmine University (Dr. Walters-Parker)  
(**Pages 67-78**)

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- F. Accreditation of the Educator Preparation Unit and Approval of Programs, Campbellsville University (Dr. Walters-Parker) **(Pages 79-84)**
- G. Accreditation of the Educator Preparation Unit and Approval of Programs, Kentucky Wesleyan University (Dr. Walters-Parker) **(Pages 85-88)**
- H. 16 KAR 3:080. Career and Technical Education Administrators, Final Action (Ms. Alicia Sneed) **(Pages 89-102)**
- I. Kentucky Teacher Internship Program (KTIP) Appeals (Ms. Donna Brockman) **(Pages 103-106)**

### **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:  
September 16, 2013  
EPSB Offices

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*The actions delineated below were taken in open session of the EPSB at the May 13, 2013, 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 Regular Business Meeting  
EPSB Offices, 100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky  
May 13, 2013**

### **Call to Order**

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

### **Swearing-In of New Board Member**

Notary Public Ashley Abshire swore in Todd Baldwin, a designee for Terry Holliday, the Commissioner of Education.

### **Roll Call**

The following Board members were present during the May 13, 2013, EPSB meeting: Todd Baldwin, Bradley Bielski, Ellen Blevins, Barbara Boyd, John DeAtley, Cathy Gunn, Michael Ross, Sandy Sinclair-Curry, Anthony Strong, Tom Stull, Mark Wasicsko, and Cassandra Webb. Brandy Beardsley, Ellen Blevins, Allen Kennedy, Marie McMillen, Zenaida Smith, Tom Stull, and Lorraine Williams were absent.

### **Board's Mission Statement and Goals**

Chair Webb reminded the Board of its mission and goals by reviewing them with the Board and audience.

### **Recognition of Out-Going Board Members**

#### **Tom Stull** – Appointed in September 2001

Although not present due to state mandated testing scheduled at his school, Chair Webb read Mr. Stull's biography to the Board. Tom Stull, of Villa Hills, is in his 25<sup>th</sup> year of teaching in Kentucky where he currently teaches high school math in the Kenton County school district. He graduated from Eastern Kentucky University with a B.S. in mathematics education and received his Master's from Xavier University. Tom became National Board Certified in 2000 and in 2009 he successfully renewed his National Board Certification. Tom is in his second appointment on the EPSB where he formerly served as EPSB chair and as vice chair. Tom represents middle or secondary school teachers.

#### **Cathy Gunn** – Appointed in March 2008

Cathy Gunn, of Morehead, has more than 40 years of teaching experience, including 17 years in K-12 settings and 22 years in higher education at Morehead State University, Northern Arizona University, and the University of Illinois. She currently serves as the dean of the College of Education at Morehead State University in Morehead, KY. Cathy holds a B.S. from Illinois State University, where she had a dual major in special education and elementary education; an

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M.A. from the University of Illinois in educational administration; and a Ph.D. from the University of Oregon in curriculum and instruction with an emphasis in reading literacy and instructional technology. Cathy is in her second appointment on the EPSB, representing postsecondary education institutions. Cathy has served as chair of the EPSB.

Dr. Gunn remarked that it is bittersweet to be leaving. She said she chose Kentucky for the wonderful opportunities in Appalachia. She stated it has been an amazing opportunity to be on the Board.

**Mark Wasicsko** – Appointed in September 2001, served through 2005 and reappointed 2009

Mark Wasicsko, of Highland Heights, is the dean of the College of Education and Human Services and Bank of Kentucky chair of educational leadership at Northern Kentucky University, as well as, director of the National Network for the Study of Educator Dispositions. He received his B.S. in science education, M.Ed. in secondary science and Ph.D. in educational psychology from the University of Florida. Before coming to NKU in 2005, his thirty plus years as an educator have included positions such as teacher, professor, provost, and dean. His research interests focus on defining and measuring the dispositions associated with educator effectiveness and integrating them into the recruitment, admissions, and training programs for future teachers and leaders. Mark is in his third appointment on the EPSB, representing deans of public colleges of education.

Dr. Wasicsko stated that he chose coming to Kentucky because it is small but always on the cutting edge of what is happening. He said he has never been to another state where colleagues collaborate and cooperate so well. He plans to continue to work on dispositions--work that he loves.

### **Open Speak**

There were no requests for Open Speak.

### **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.

### **2013-016**

*Motion made by Mr. Mike Ross, seconded by Ms. Sandy Sinclair-Curry, to approve the following items on the consent agenda:*

Approval of March 4, 2013, EPSB Minutes

Approval of Contract

**Vote:** *Unanimous*

## **Report of the Executive Director**

### Introduction of New Division Director

Executive Director Robert Brown introduced the agency's new Director of Professional Learning & Assessment, Donna Brockman. Ms. Brockman, a National Board Certified Teacher, comes to the EPSB with experience in KTIP. In the past, she was a high school English language arts teacher and worked for KDE. Most recently Ms. Brockman worked at KSBA. Mr. Brown stated that the EPSB is very fortunate to add Ms. Brockman to the EPSB team.

### Report from the Kentucky Department of Education

Commissioner Terry Holliday reported on recent events at KDE.

- \* KDE will support the EPSB if it chooses to support the CCSSO RFP. He stated that he strongly encouraged the Board to seek this grant. He believes it will be a great opportunity and has a possibility for much larger funding for the EPSB in the future.
- \* The Council for the Accreditation of Educator Preparation (CAEP) Board will have its final meeting in June. Public comments will be open on the CAEP webpage. It is anticipated that the CAEP Board will take action late summer/early fall.
- \* Controversy is being raised in the state and nationally by some individuals about the common core standards with a push to repeal them. Senate Bill 1 which passed in 2009 required the three education agencies in Kentucky to collaborate on developing more rigorous standards, assessments, and accountability systems as well as support for teachers and leaders in implementing these changes. Some states that border Kentucky have enacted legislation to put the standards on hold. Commissioner Holliday stated that he hoped the EPSB and KEA will be ready for the next legislative session as it's likely the common core standards will be a highly debated topic. To redo the standards would not be an easy task and would have a tremendous impact on the state.
- \* Commissioner Holliday apologized for the 1200 high school students that were affected by the ACT system crashing while trying to take the ACT test. The online system is working smoothly now and accommodations for paper and pencil testing have been made. Commissioner Holliday stated that this was solely an ACT issue and this will be addressed through contract remediation.

Todd Baldwin updated the Board on the progress of the implementation and field testing of the Professional Growth and Evaluation System.

### Report from the Council on Postsecondary Education

Mr. John DeAtley reported on recent events at CPE:

- \* CPE recently finished the tuition setting process
- \* At its April meeting, CPE awarded 1.5 million dollars over 2 fiscal years to establish 3 clinical teacher preparation sites. These sites are Eastern Kentucky University (in partnership with Corbin Independent Schools), the University of Louisville (in partnership with Jefferson County Public Schools), and Western Kentucky University (in partnership with Bowling Green Independent Schools and Simpson County Public Schools). These three sites will each receive \$500,000 from the Council's Senate Bill 1 (2009) FY 2013-14 appropriation.
- \* CPE has begun work on the 2014-16 budget requests.

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### Legislative Update

Ms. Alicia Sneed updated the board on recent legislation. The session ended on March 26 with all 6 EPSB members being confirmed. KDE and CPE were reorganized and the Kentucky Center for Education and Workforce Statistics was created and placed under the Education and Workforce Development cabinet. HB 440 was passed which gives the finance and revenue services the ability to suspend or revoke professional licenses for not paying taxes. This will include teaching and administrator certificates. EPSB staff has requested clarity from the finance cabinet on the exact details of this new law. There is talk of a special session for redistricting so that the session can be focused on passing a budget next session.

### Highly Qualified Report

Mr. Mike Carr gave a Highly Qualified report. There has not been much change in the numbers since all areas are above 99%.

### CCSSO RFP

Mr. Robert Brown discussed the CCSSO RFP with the Board. May 17 is the deadline for the letter of intent to apply for the grant. Discussion ensued among the Board. The grant award would be small but with the possibility of larger grant funds in the future. A matrix was shared that demonstrated an alignment to the work of the Board and the CCSSO recommendations.

### **2013-017**

*Motion made by Mr. Mike Ross, seconded by Dr. Brad Bielski, to support the CCSSO RFP grant application.*

**Vote:** *Unanimous*

### **Report of the Chair**

#### EPSB Retreat Dates

Board secretary, Ashley Abshire, will send out a Doodle survey for possible retreat dates.

### **Committee Reports**

#### Update from the Committee to Ensure an Ethical Educator Workforce (CEEEW)

Mr. Mike Ross gave an update on the CEEEW. The committee has met twice. Items discussed were the timing of EPSB meetings, available trainings, character and fitness, the complaint process and form, and marking of certificates. Once the Board discusses some of these items further at a work session or retreat, the committee will come back to the Board with recommendations for board approval.

### **Presentations**

#### Finland Trip

Dr. Mark Wasicsko gave a presentation on his and Mr. Allen Kennedy's trip to Finland. Finland ranks at the top on performance for its Program for International Student Assessment (PISA) exams and Northern Kentucky University wanted a global experience for its doctoral program.

Kentucky Center for Education and Workforce Statistics Report

Charles McGrew gave an update on the Kentucky Center for Education & Workforce Statistics (KCEWS). KCEWS was created through an Executive Order in December 2012. He gave a preliminary look at teacher retention for new teachers graduating from a Kentucky Institution after 3 years. Mr. Anthony Strong stated that he would be interested to see the statistics after teachers 5<sup>th</sup> year in teaching to see if they migrate after tenure.

**Information/Discussion Item**

Alternative Certification Data

An Information/Discussion item regarding proposed revisions to regulatory requirements for Option 6 preparation programs, university-based alternative certification programs authorized under 16 KAR 9:080, was initially brought to the Board in March 2013. At this meeting, Board members requested that additional information be provided for consideration. The following information was provided at the Board's request under separate cover:

- a. Table 1 (Option 6 Report) summarized the approved Option 6 programs and reports specific Institutions of Higher Education (IHE) identified mentoring hours.
- b. Table 2 (Option 6 Enrollment Data) reported the number of candidates in each program.
- c. Table 3 summarized the discipline cases involving educators holding certificates earned via Option 6.

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

The board had no further discussion for this item. It will be brought back at the August meeting for final action.

16 KAR 3:080. Career and Technical Education Administrators, Notice of Intent

Mr. Mike Carr along with the associate commissioner of the Kentucky Department of Education, Office of Career and Technical Education (KDE/OCTE), Dale Winkler, presented this information item to the Board. Dr. Winkler asked the EPSB to amend the language in 16 KAR 3:080 to allow those individuals who hold a statement of eligibility or certificate for *Instructional Leadership—Principal, All Grades* to have certificate permission to administer a Kentucky Career and Technical Education School/Center. Currently this type of certificate may only be used for this purpose if the holder also has a valid Kentucky certificate for a career and technical education area and three years of teaching experience in that field. KDE/OCTE officials believe that the preparation program for principals in all K-12 schools is sufficient to administer CTE schools, and that such a change will allow the hiring authorities for these schools to have a wider pool of qualified applicants for vacant CTE school administration positions.

Board discussion ensued. This item will be brought back at the next EPSB meeting for possible waivers and final action.

Awarded Contract

Ms. Ashley Abshire informed the Board that a prosecuting attorney contract was awarded to Ryan Chailland in the amount of \$59,945.13 for the service period of April 16, 2013 – June 30, 2014.

**Action Items**

Future Board Meeting Dates

Board discussion ensued about the proposed future meeting dates. April and June EPSB meeting dates were added and the proposed May meeting date was removed.

**2013-018**

*Motion made by Dr. Bielski, seconded by Ms. Sandy Sinclair-Curry, to approve the board meeting dates as listed below.*

- August 5, 2013
- September 16, 2013
- October 28, 2013
- January 6, 2014
- March 3, 2014
- April 28, 2014
- June 23, 2014

**Vote:** *Unanimous*

Funding for KTIP in 2014

**2013-019**

*Motion made by Dr. Cathy Gunn, seconded by Dr. Mark Wasicsko, to approve the recommended allocations that set the resource teacher stipend to \$1,120 per intern based on \$28 per hour for 40 hours, the rate to be paid for institution services to \$263 per intern, and the maximum number of interns to be funded at 2,364. Allow EPSB staff to make modifications to the maximum number of interns should CTE funds be received.*

**Vote:** *Unanimous*

**Board Comments**

There were no Board comments.

**DISCIPLINARY MATTERS:  
MINUTES OF CASE REVIEW  
May 13, 2013**

*Motion made by Mr. Michael Ross, seconded by Dr. Cathy Gunn, 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. Anthony Strong, seconded by Mr. Michael Ross, to return to open session.*

**Vote:** *Unanimous*

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



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Brad Bielsky, Barbara Boyd, Cassandra Webb, Michael Ross, Anthony Strong, John DeAtley, Sandra Sinclair-Curry, Todd Baldwin, Cathy Gunn, and Mark Wasicsko.

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

### Initial Case Review

<u>Case Number</u>	<u>Decision</u>
1211721	Hear
1211731	Hear
1211725	Defer for training
1211737	Hear
1212817	Hear
1302110	Admonish
1303205	Defer
1303221	Admonish
1303209	Hear
13016	Defer for training
1212800	Hear
1211649	Hear
130153	Admonish
1302119	Admonish
1212798	Dismiss
130189	Hear
130155	Defer
1212771	Admonish
1302147	Admonish
1211651	Admonish
130171	Admonish
130169	Defer
1212819	Hear
1303179	Hear
1301100	Hear
1212813	Hear
1302151	Hear
13018	Hear
130114	Hear
1302121	Hear
130116	Hear
1303190	Admonish ( <i>Mr. Ross and Ms. Webb recused</i> )
130183	Hear
1302104	Hear
1302167	Hear
130118	Hear
130110	Hear

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1302145	Defer for training
1303211	Hear
1302163	Hear
1302131	Hear
130120	Admonish
130151	Admonish
1211688	Admonish
1303181	Hear
1302156	Defer for training
130177	Hear
130173	Hear
1302128	Hear
130167	Hear
1303175	Dismiss
130157	Defer for training
130187	Hear
1212791	Admonish
1212811	Admonish
1302112	Admonish
1302106	Hear
130124	Admonish
1211705	Admonish
130122	Admonish
130198	Defer for training
1302135	Admonish
1303173	Hear
1302154	Admonish
1212793	Hear
130159	Defer for training
1302108	Dismiss
1212815	Defer for training
130143	Hear
130141	Hear
130145	Hear
130181	Hear
130179	Hear
1209565	Dismiss
1211645	Dismiss
1211643	Dismiss
1211707	Dismiss
1207419	Dismiss
1006367	Dismiss
120139	Hear
1212789	Dismiss
1210600	Dismiss
130112	Dismiss

**Character/Fitness Review**

<b><u>Case Number</u></b>	<b><u>Decision</u></b>
13148	Approve
13152	Approve
13153	Approve
13169	Deny
13197	Approve
13205	Approve
13174	Approve
13170	Deny
13232	Deny
13301	Deny
1393	Approve
13163	Deny
13195	Approve
13228	Deny
13177	Approve
13234	Approve
13231	Approve
121151	Approve
13237	Approve
13150	Approve
13246	Approve
13277	Approve
13278	Approve
13227	Approve
13280	Approve
13281	Approve
13282	Approve
13283	Approve
13284	Approve
13286	Approve
13287	Approve
13288	Approve
13296	Approve
13295	Approve
13293	Approve
13318	Approve
13326	Approve
13342	Approve

**Agreed Orders**

**Case Number**

**Decision**

1112968 (Sean Coughlin)

Accept Agreed Order suspending Respondent's certificate from January 1, 2012 through December 31, 2013. 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. Reinstatement of Respondent's certificate at the conclusion of the suspension period is expressly conditioned upon Respondent providing written proof to the Board that he has completed six (6) hours of Board-approved professional development/training in the area of student/teacher boundaries and six (6) hours of Board-approved professional development/training in the appropriate use of technology. Should Respondent fail to meet these training requirements by December 31, 2013, his certificate shall remain suspended and shall not be reinstated until the training requirements are met. Any cost for the training shall be paid by Respondent.

**Vote:** *Unanimous*

1202127 (William Money II)

Accept Agreed Order which states that Respondent's teaching certificate is expired and that Respondent agrees that he 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*

1207439 (Janet Kovac)

Accept Agreed Order reminding Respondent that, as an educator, she has a duty to treat all students with dignity and respect. An educator should only touch students when it is necessary to assist the student or to protect the educator and/or others from harm. The Board will tolerate no further acts of misconduct by Respondent. On or before October 1, 2013, Respondent must provide written proof that she has received three (3) hours of professional development/training in classroom management, as approved by the Board. Should Respondent fail to meet this training requirement, her certificate shall be suspended and shall remain suspended

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until she provides proof of the training. Any expense for said training shall be paid by Respondent.

**Vote:** *Unanimous*

1103156 (Tracy Slone)

Accept Agreed Order Slone admonishing Respondent for failure to maintain the dignity and integrity of the teaching profession. As an educator, Respondent must do everything in her power to avoid physical contact with students. An educator must also maintain a safe atmosphere conducive to student learning. The Board will tolerate no further acts of misconduct by Respondent. Additionally, Respondent shall provide written proof to the Board, by March 1, 2014, that she has completed six (6) hours of professional development/training in the area of classroom management. Should Respondent violate this condition, her certificate shall be suspended and will remain so until the condition is met. Any expense incurred for said training shall be paid by Respondent.

**Vote:** *Unanimous*

1107519 (Terrace Dillow)

Accept Agreed Order which states that Respondent shall not act as a KTIP resource teacher at any point in the future. Should Respondent violate this condition, Case No. 1107519 shall be re-opened and Respondent will face further disciplinary action.

**Vote:** *Unanimous*

1207470 (Angela White)

Accept Agreed Order admonishing Respondent for failing to maintain the dignity and the integrity of the profession. As a teacher, Respondent is entrusted with ensuring the safety of students and must exhibit good judgment at all times. Respondent is reminded that as a member of the education profession she is required to comply with the Professional Code of Ethics for Kentucky Certified School Personnel at all times.

Respondent's certificate, including any and all endorsements, is hereby subject to the following probationary conditions for a period of two (2) years:

1. On or before June 1, 2013, 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 she has complied with the assessment process and has successfully completed any and all treatment recommendations. If Respondent is not able to complete all treatment recommendations on or before June 1, 2013, she shall submit quarterly written

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progress reports from her chemical dependency counselor until such time as the counselor releases her from treatment. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent. Failure to fulfill this requirement will result in an automatic suspension of Respondent's teaching certificate, and it will remain suspended until she is in compliance with the terms of the Agreed Order.

2. On or before January 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. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by January 1, 2014, her certificate shall be automatically suspended until such training is completed and the appropriate written proof is provided to the Board.

3. For the entirety of the probationary period, Respondent shall comply with all court orders related to Nelson District Court Case No. 12-M-00306. Failure to comply with this condition will result in an automatic thirty (30) day suspension of Respondent's certificate.

4. For the entirety of the probationary period, 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.

5. For the entirety of the probationary period, Respondent shall submit current national and state criminal background reports to the Board with any application for renewal of her certification(s) and/or for additional certification(s). Any expense for the national and state criminal background reports 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*

CF13141 (Caitlin Fugate)

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

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

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 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.

2. Respondent shall provide written evidence to the Board that she has completed a course, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense required for said training 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 new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

1203184 (Kristin Juliot)

Accept Agreed Order retroactively suspending Respondent's certificate, including any and all endorsements, for seven (7) days beginning August 10, 2012 and running through August 16, 2012. 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 the following address: 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, KY 40601.

On or before September 1, 2013, Respondent shall provide written proof to the Board that she has completed six (6)

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hours of professional development or training, as approved by the Board, in the areas of classroom management and effective disciplinary techniques. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to comply with the requirements of this paragraph on or before September 1, 2013, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written proof to the Board.

On or before September 1, 2013, 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. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to comply with the requirements of this paragraph on or before July 1, 2013, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written proof to the Board.

**Vote:** *Unanimous*

CF1395 (Joshua Medina)

Accept Agreed Order which states that Respondent shall not apply for, nor have applied on his behalf, any emergency teaching certificate, including emergency substitute certification. Respondent's certificate shall only be permitted to apply for temporary provisional or statement of eligibility if he has met the educational requirements. In addition, within one (1) year of being granted temporary provisional or statement of eligibility, Respondent's certificate must present written proof to the Board that he has completed professional development or training in anger management and teacher ethics to maintain his certification. Any expense required for said training shall be paid by Respondent's certificate. Should Respondent's certificate fail to satisfy this requirement within one (1) year of being granted temporary provisional or statement of eligibility, Respondent's certificate shall be automatically suspended until such training is completed and the appropriate written proof is provided to the Board.

**Vote:** *Unanimous*

1211682 (Christine Boroff)

Accept Agreed Order which states that from the date upon which the Board approves this Agreed Order, Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to a permanent probation.



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During the first two (2) years of the permanent probationary period, Respondent shall comply with the following:

1. Respondent shall immediately submit to any random drug testing that is requested by the Board and shall have no positive drug tests. Any expense for said testing shall be paid by the Respondent. Failure to comply with this condition will result in an automatic ninety (90) day suspension of Respondent's certificate. If applicable, at the conclusion of the ninety (90) day suspension, Respondent's certificate shall remain suspended until such time as this probationary condition is met.

2. Respondent shall remain under the care of a certified mental health counselor, as approved by the Board, and shall provide the Board with quarterly written reports from such counselor certifying that she is following all recommended treatment. The quarterly written reports shall be due by July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup>, and April 1<sup>st</sup> during the first two (2) years of the permanent probationary period. Any expense incurred for the assessment, treatment and/or written reports shall be paid by Respondent. If Respondent fails to comply with the requirements of this paragraph on or before July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup>, and April 1<sup>st</sup> during the first two (2) years of the permanent probationary period, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written report(s) to the Board.

For the entirety of the permanent probationary period, Respondent shall remain under the care of a certified mental health counselor, as approved by the Board, and shall provide the Board with annual written reports from such counselor certifying that she is following all recommended treatment. The annual written reports shall be due by July 1<sup>st</sup> of each year of the probationary term. Any expense incurred for the assessment, treatment and/or written reports shall be paid by Respondent. 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 period, Respondent's certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written report(s) to the Board.

After successfully completing the terms of the permanent probation for a period of ten (10) years, Respondent may

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petition the Board, pursuant to KRS 161.120(9), to amend this Agreed Order to mandate that the required written reports be due only upon application for renewal of her certification(s) and/or for additional certification(s). Any expense incurred for the assessment, treatment, written reports, and/or petition shall be paid by Respondent. If Respondent's petition is granted, failure to comply with the amended terms of this Agreed Order 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 at any time during the permanent probationary period, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

CF1375 (Brandon Mudd)

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.
2. Respondent shall submit written proof to the Board that he has completed a course on professional ethics, 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

## Agenda Book

and/or possession of any controlled substance or alcohol. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge involving the use and/or possession of any controlled substance or 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*

1204243 (Mason Outerbridge)

Accept Agreed Order dismissing Case Number 12-04234 with prejudice.

**Vote:** *Unanimous*

CF13139 (Troy Bland)

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 and successfully completed any and all treatment recommendations proposed by the chemical dependency counselor. Any expense for the assessment, treatment and written reports shall be paid by Respondent.

2. Respondent shall submit written proof to the Board that he has completed a course on professional ethics, as approved by the Board. Any expense required for said training shall be paid by Respondent.

**Vote:** *Unanimous*

1107526 (Darin Schroeder)

Accept Agreed Order which states that Respondent shall provide written proof to the Board that he has completed a twelve (12) hour professional development course on the

## Agenda Book

Professional Code of Ethics for Kentucky Certified School Personnel by January 1, 2014. The training must be approved by the Board and any expense incurred for said training shall be paid by Respondent.

Respondent agrees that should he fail to satisfy the above conditions, his certificate shall be automatically suspended until Respondent provides written proof to the Board that she has completed the conditions.

**Vote:** *Unanimous*

130139 (Eric Smart)

Accept Agreed Order suspending Respondent's certificate from May 23, 2013 through August 4, 2013. 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.

Additionally, Respondent is admonished by the Board for failing to inform the Board that he was under investigation for misconduct by the University of Kentucky for research misconduct which may have resulted in termination of his employment. The Board expects members of the teaching profession to forthright and honest and to model those characteristics for the children of the Commonwealth.

Respondent failed both those expectations. No further acts of misconduct by Respondent will be tolerated by Board. Upon reinstatement, Respondent's certificate is subject to the following probationary conditions:

1. Respondent shall provide written proof to the Board that he has received twelve (12) hours of professional development/training in the area of ethics, as approved by the Board, no later than January 1, 2014. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by January 1, 2014, 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.
2. Respondent shall provide written proof that he has received professional development/training in the area of cultural competency which includes components on socio-economic class differences, gender bias, and ethnic diversity, as approved by the Board, no later than January 1, 2014. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition by January 1, 2014, 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.

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3. For a period of five (5) years from the date of reinstatement, Respondent shall provide written proof by September 1 of each year that he has completed twenty-five (25) hours of community service for a non-profit agency not associated with his employing school district or related to his employment. If Respondent fails to satisfy this condition, 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.

4. On all future applications for educator certification or employment in a Kentucky public school, Respondent shall fully disclose that he was investigated for research misconduct while employed at the University of Kentucky and that he resigned from his faculty position with the university after two investigative committees found that he had falsified data. Respondent may state that he emphatically denies the findings in the investigative report, but he shall disclose the reports existence even if the application does not specifically inquire into past employment. Upon taking another position in any Kentucky school district, Respondent shall have his direct supervisor send notice to the Board that Respondent disclosed that he was findings of the investigative committees. Should Respondent violate this condition, Respondent's certificate shall be automatically suspended for a period of one (1) year and subject to additional sanctions by the Board pursuant to KRS 161.120. Respondent is aware that should he violate KRS 161.120 in the future, the Board shall initiate a new disciplinary action and seek additional sanctions.

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

1109713 (Melanie Lewis)

Accept Agreed Order suspending Respondent's certificate for six (6) months beginning July 1, 2011. Respondent shall immediately surrender the original and all copies of this certificate, 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, or upon any application for certification, renewal and/or rank change, Respondent shall complete the following.

1. Respondent shall submit written proof to the Board that she has undergone a comprehensive assessment by a physician, licensed in Kentucky and approved by the Board, and is fit to perform her duties as an educator. Any expense incurred to satisfy this condition shall be paid by

## Agenda Book

Respondent.

2. Respondent shall submit written proof that she has successfully completed twelve (12) hours of professional development/training, approved by the Board and at her own expense, in effective classroom management techniques.

Should Respondent return to teaching without first satisfying these conditions, her certificate shall be automatically suspended and any applications for certification and/or renewal denied until all conditions are met. Respondent understands that she may also face additional sanctions for failure to comply with this Order.

**Vote:** *Unanimous*

1203211 (Alan Emerson)

Accept Agreed Order suspending Respondent's certificate for a period of fifteen (15) days beginning June 1, 2013. 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. Respondent's certificate shall also be subject to the following conditions for a period of three (3) years from the date of this order:

1. On or before December 1, 2013, Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional development/training, with an emphasis on teacher/student boundaries, as approved by the Board. Any expense required for said training shall be paid by Respondent. Should Respondent fail to provide proof of the training by December 1, 2013, Respondent's certificate shall be suspended and will remain so until he provides proof of the training.

2. Respondent shall receive no disciplinary action involving student/teacher 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. Should Respondent violate this condition, his certificate shall be suspended for a period of two (2) years. Respondent would also be subject to further discipline for the new disciplinary action.

**Vote:** *Unanimous*

1210595 (Sandy Verkamp)

Accept Agreed Order reprimanding Respondent for conduct unbecoming a teacher. As an educator, Respondent has a duty to protect the health, safety, and

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emotional welfare of the students. An educator should do everything in his/her power to avoid physical confrontations with students. The Board will tolerate no further acts of misconduct by Respondent.

Respondent has provided proof that she has completed training in Conflict Management: Managing the Angry Parent, Anger Management 101, and Professional Code of Ethics for Kentucky Certified School Personnel.

**Vote:** *Unanimous*

0912688 (Jeffrey King)

Accept Agreed Order admonishing Respondent for using inappropriate disciplinary techniques. As an educator, Respondent has a duty to protect the health, safety, and emotional welfare of all students in his care. An educator should do everything in his or her power to avoid having a physical confrontation with a student. The Board will tolerate no further acts of misconduct by Respondent.

This Agreed Order is expressly conditioned upon Respondent providing written proof that he has attended counseling for anger management. Respondent has provided proof of this counseling.

**Vote:** *Unanimous*

1205288 (Lori Poynter)

Accept Agreed Order retroactively suspending Respondent's certificate, including any and all endorsements, for five (5) days beginning May 3, 2012 and running through May 7, 2012. 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.

Respondent is hereby admonished for directing inappropriate and derogatory language towards a student.

As an educator, Respondent has a duty to maintain the dignity and integrity of the profession and to refrain from subjecting students to embarrassment or disparagement. The Board expects Respondent to uphold the Professional Code of Ethics for Kentucky Certified School Personnel in the future.

Upon acceptance of this agreement by the Board, Respondent's certificate shall be on probation for a period of two (2) years and subject to the following probationary conditions:

1. On or before January 1, 2014, Respondent shall provide written proof to the Board that she has received twelve (12) hours of professional development or training, as approved by the Board, in teacher ethics. Any expense incurred for

## Agenda Book

said training shall be paid by Respondent. Respondent agrees that should she fail to complete the required training on or before January 1, 2014, Respondent's certificate shall be automatically suspended until such training is completed and the appropriate written proof is provided to the Board.

2. For the entirety of the probation, Respondent shall receive no disciplinary action involving excessive absenteeism and/or persistent tardiness. "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. Should Respondent fail to satisfy this requirement, Respondent's certificate shall be automatically suspended for a period of thirty (30) days.

Respondent is aware that should she 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*

1211695 (Preston Lewis)

Accept Agreed Order which states that Respondent's certificate, including any and all endorsements, is hereby retroactively suspended for a period of two (2) years beginning March 1, 2011. Respondent shall neither apply for, nor be issued, a teaching certificate in the Commonwealth of Kentucky during the suspension period. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate to the EPSB, by delivering or mailing to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601.

Prior to reinstatement of Respondent's certificate, Respondent shall comply with the following:

1. Respondent shall provide written proof to the Board that his Texas teaching certificate has been reinstated and is currently in good standing.
2. Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of ethics training, as approved by the Board, which shall include instruction on appropriate teacher/student boundaries. Any expense incurred for said training shall be paid by Respondent.

Should Respondent fail to comply with the above conditions, Respondent's certificate shall not be reinstated.



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

1203188 (Emily Sipes)

Accept Agreed Order suspending Respondent's certificate for a period of forty-five (45) days from June 10, 2013 through July 24, 2013. Prior to or on June 10, 2013, Respondent shall surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601.

Upon reinstatement at the conclusion of the suspension period, Respondent's teaching certificate shall be on probation for a period of three (3) years and subject to the following probationary conditions:

1. By August 15, 2013, Respondent shall provide written proof to the Board that she has been assessed by a state certified mental health counselor, as approved by the Board, and is competent to fulfill her duties as an educator. After the initial assessment, Respondent shall continue to submit semiannual written progress reports, by January 1<sup>st</sup> and July 1<sup>st</sup> of each year, from her treatment provider stating that she is maintaining the counseling relationship and following all treatment recommendations until such time as the counselor releases her from treatment. Any expense incurred for the assessment or follow-up treatment shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
2. By October 1, 2013, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional ethics training, with an emphasis on student teacher boundaries, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
3. During the probationary period, Respondent shall not receive any disciplinary action involving teacher/student boundaries from any school district in which she is employed. "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 the tribunal and/or arbitration process. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended

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for a period of one (1) year and subject to additional sanctions by the Board pursuant to KRS 161.120.

**Vote:** *Unanimous*

120178 (Rex Payton)

Accept Agreed Order revoking Respondent's certificate for a period of four (4) years beginning on January 6, 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 been assessed by a state certified mental health counselor approved by the Board and is competent to fulfill his duties as an educator. Respondent shall provide proof that he has complied with any treatment recommendations proposed by the mental health counselor and shall continue to provide treatment records to the Board until he has been released from treatment by the counselor. Any expense incurred for the assessment or follow-up treatment shall be paid by Respondent.
2. Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense incurred for said training shall be paid by Respondent.
3. Respondent shall provide written proof to the Board that he has complied with the terms in the Order of Pretrial Diversion, and Jessamine Circuit Court Case 12-CR-00064 has been dismissed.

Should Respondent fail to satisfy any of these conditions, the Board shall automatically deny any application submitted by Respondent or on his behalf.

Upon reissuance, Respondent's certificate shall be on permanent probation. For the entirety of the probationary period, 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). If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge, 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

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being automatically suspended pending Board review and disposition.

2. 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 certifications(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*

1206329 (Andrea Connors)

Accept Agreed Order which states that Respondent voluntarily, knowingly, and intelligently surrenders her 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 her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

1202114 (Tonya Cesler)

Accept Agreed Order admonishing Respondent for conduct unbecoming a teacher. The Board reminds Respondent that, as a teacher, she has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is not only dangerous; it is also a horrible example to set for students. The Board will tolerate no further incidents of misconduct by Respondent. Respondent is currently on KTRS Disability Retirement. Prior to her return to a position that requires Kentucky certification, Respondent shall comply with 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 she has complied with the assessment process and successfully completed any and all treatment recommendations proposed by the chemical dependency counselor. Respondent shall also submit quarterly written progress reports from her chemical dependency counselor until such time as the counselor releases her from treatment.

2. Respondent shall provide the Board with written

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evidence from a Kentucky licensed and/or certified physician, as approved by the Board, that she is fit to return to the classroom.

Any expense involved in meeting these requirements shall be paid by Respondent. If Respondent fails to satisfy these conditions, her certificate shall be automatically suspended until all conditions are met.

**Vote:** *Unanimous*

1211727 (Jillian England)

Accept Agreed Order admonishing Respondent for neglect of duty. The Board reminds Respondent that she must arrive to school and her various assignments throughout the day on time. Habitually arriving late to work and napping during the instructional day is simply unacceptable. The Board will not tolerate any further incidents of misconduct from Respondent.

By September 1, 2013, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

**Vote:** *Unanimous*

1202119 (Ted Hill)

Accept Agreed Order admonishing Respondent for using poor professional judgment in his interactions with student athletes. As a certified educator, Respondent must treat each student with dignity and respect. The Board also reminds Respondent that his ethical duties extend beyond the classroom. The Board expects Respondent to uphold the Professional Code of Ethics for Kentucky Certified School Personnel in the future.

By June 1, 2013, Respondent shall undergo an anger management assessment by a licensed clinical provider, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and has successfully completed all treatment recommendations. Any expense for the assessment, treatment, and/or written reports shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

By August 1, 2013, Respondent shall submit written proof to the Board that he has completed a course on professional

## Agenda Book

ethics, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

**Vote:** *Unanimous*

CF13140 (Evan Teague)

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.

2. Respondent shall submit written proof to the Board that he has completed a course on professional ethics, 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 and/or possession of any controlled substance or alcohol. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge involving the use and/or possession of any controlled substance or 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

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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*

1211729 (Dwight Bransford)

Accept Agreed Order admonishing Respondent for neglect of duty. The Board reminds Respondent that under no circumstances is he to share any security information or keys to any district facility. Those actions could jeopardize the safety of the students and faculty. The Board will not tolerate any further incidents of misconduct from Respondent.

1. On or before October 1, 2013, Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
2. On or before December 1, 2013, Respondent shall submit written proof to the Board that he has completed six (6) hours of professional development/training in the area of risk management, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

**Vote:** *Unanimous*

1212785 (Matthew Record)

Accept Agreed Order suspending Respondent's certificate for a period of thirty (30) days from June 1, 2013, through July 1, 2013. Upon acceptance of this agreement by the Board, Record 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. Upon acceptance of this agreement by the Board, Respondent's certificate shall be on probation for a period of one (1) year and subject to the following probationary conditions:

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1. Respondent shall submit written proof to the Board that he has completed six (6) hours of anger management counseling and/or training, as approved by the Board, by October 1, 2013. Any expenses required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.
2. Respondent shall submit written proof to the Board that he has completed a course in crisis management training, as approved by the Board, by October 1, 2013. Any expenses required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended until he completes the required training and provides the appropriate written proof to the Board.
3. Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional ethics training, as approved by the Board, by January 1, 2014. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended until he completes the required training and provides the appropriate written proof to the Board.
4. During the probationary period, Respondent shall not receive any disciplinary action involving physical abuse of students from any school district in which he is employed. "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 the tribunal and/or arbitration process, including any appeal therefrom. If Respondent fails to satisfy this condition, Respondent's certificate shall be automatically suspended for a period of thirty (30) days and subject to additional sanctions by the Board pursuant to KRS 161.120.

**Vote:** *Unanimous*

1204236 (Dave Shelton)

Accept Agreed Order admonishing Respondent for unprofessional interactions with students and colleagues. The Board reminds Respondent that, as a certified educator, he must treat students and colleagues with dignity and respect at all times and that he has a professional responsibility to maintain the integrity of the teaching profession. The Board expects Respondent to uphold the Professional Code of Ethics for Kentucky Certified School

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Personnel in the future.

Upon acceptance of this agreement by the Board, Respondent's certificate shall be on probation for a period of two (2) years and subject to the following probationary conditions:

1. By January 1, 2014, Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours of training, as approved by the Board, in anger and/or conflict management. 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. By July 1, 2014, Respondent shall provide written proof to the Board that he has successfully completed twelve (12) hours professional development or training, as approved by the Board, in teacher ethics, with an emphasis in 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.
3. For the entirety of the probationary period, Respondent shall receive no disciplinary action. "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 the tribunal and/or arbitration process. If Respondent fails to satisfy this condition, 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*

*Motion made by Dr. Gunn, seconded by Dr. Wasicsko, to adjourn the meeting.*

**Vote:** *Unanimous*

Meeting adjourned at 2:40 p.m.



## Agenda Book

Next Meeting: August 5, 2013  
9:00 AM  
EPSB Board Room  
Frankfort, Kentucky



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item**

**Information Item:**

A report on the fiscal year 2013 financial performance of the agency's programs and operations will be presented by the Deputy Executive Director.

**Applicable Statutes and Regulation:**

KRS 161.017 (1) (c)

**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:**

To fulfill the EPSB Goal #5.4, requiring a semiannual budget report, EPSB staff will provide a budget report to the Board on the financial records for fiscal year 2013, period ending June 30, 2013. This report will be made available to the board on the secure website.

**Groups/Persons Consulted:**

None – All information was produced from information maintained in the eMARS financial system.

**Contact Person:**

Mr. Gary W. Freeland  
Analyst Consultant  
(502) 564-4606  
E-mail: garyw.freeland@ky.gov

**Date:**

August 5, 2013



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item A**

**Action Item:**

Berea College: Accreditation with Conditions Report

**Applicable Statute or 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:**

Based on the report submitted by Berea College, should the EPSB grant continuing state accreditation or require a visit within one year that is focused on the unmet standards?

**Background:**

During the January 7, 2013, meeting, the EPSB voted to grant Accreditation with Conditions for the professional education unit at Berea College. Accreditation with Conditions indicates that the unit does not meet one or more of the NCATE standards. When the EPSB renders this decision, the unit maintains its accredited status, but must satisfy conditions by meeting the previously unmet standard(s). The EPSB found Standards 1 and 4 were not met and identified nine areas for improvement. The EPSB required the unit to submit a report to the EPSB six months following the January decision. The report was required to demonstrate how the unit is meeting the two unmet standards and address each of the areas for improvement. The report submitted by Berea College is on the EPSB secure website.

**Alternative Actions:**

**Unit Accreditation**

1. Continue ACCREDITATION for Berea College.
2. Require a focused visit on the unmet standards within one year.

**Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-5789  
E-mail: [Kim.Walters-Parker@ky.gov](mailto:Kim.Walters-Parker@ky.gov)

**Date:**

August 5, 2013



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item B**

**Action Item:**

Kentucky Christian University: Accreditation with Conditions Report

**Applicable Statute or 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:**

Based on the report submitted by Kentucky Christian University, should the EPSB grant continuing state accreditation or require a visit within one year focused on the unmet standard?

**Background:**

During the January 7, 2013, meeting, the EPSB voted to grant Accreditation with Conditions for the professional education unit at Kentucky Christian University. The Accreditation with Conditions decision indicates that the unit does not meet one or more of the NCATE standards. When the EPSB renders this decision, the unit maintains its accredited status, but must satisfy conditions by meeting the previously unmet standard(s). The EPSB found Standard 2 was not met and identified eight areas for improvement. The EPSB required the unit to submit a report to the EPSB six months following the January decision. The report was required to demonstrate how the unit is meeting the unmet standard and address each of the areas for improvement. The report submitted by Kentucky Christian University is on the EPSB secure website.

**Alternative Actions:**

**Unit Accreditation**

1. Continue ACCREDITATION for Kentucky Christian University.
2. Require visit within one year focused on the unmet standard.

**Contact Person:**

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**Date:**

August 5, 2013





**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item C**

**Action Item:**

16 KAR 9:080 University-based Alternative Certification Program, Notice of Intent

**Applicable Statutes and Regulation:**

KRS 161.027, 161.028(1)(k), (s), (t), and 161.030(10), 161.048

**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 EPSB accept amendments to 16 KAR 9:080 University-based Alternative Certification Programs?

**Background:**

This item was originally brought to the Board in March 2013. Board members asked for additional information regarding currently approved Option 6 programs and the mentoring requirements of those programs. That information is provided in a separate agenda item.

In January 2010, the Board established the Committee to Review Admissions and Clinical Experiences (CRACE) to explore best practices regarding admissions and clinical experiences for candidates and to provide recommendations to the EPSB. Revisions to 16 KAR 5:020, which governs admission requirements for initial certification programs, and 16 KAR 5:040, which governs admission, placement, and supervision in student teaching, have implemented several CRACE recommendations.

CRACE also made specific recommendations regarding candidates who enter teaching via Option 6, university-based alternative certification programs authorized under 16 KAR 9:080. Option 6 program candidates are employed as teachers, so Option 6 programs cannot include comparable field experience and student teaching components. Rather, Option 6 emphasizes mentoring on the part of both the preparation program and the employing district. The revisions proposed here address the CRACE recommendations regarding mentoring for Option 6 candidates and parallel the mentoring provisions of 16 KAR 9:090, which governs university-based alternative certification programs for teachers of world languages.

The proposed changes to 16 KAR 9:080 would ensure that Option 6 programs provide the same or comparable preparation as other approved Kentucky preparation programs:

- a. Provide clarity to existing regulatory language.
- b. Identify specific requirements for developing mentoring plans for candidates which include 15 hours of annual observations of a candidate by the university mentor and the school/district-based mentor.
- c. Require the mentoring plans be completed each year and submitted with the TC-TP as part of the certification application to allow better monitoring of mentoring.

d. Specify that teachers in alternative programs are not required to student teach.

**Alternative Actions:**

1. Accept the amendments to 16 KAR 9:080.
2. Do not accept the amendments to 16 KAR 9:080.

**Staff Recommendation:**

Alternative Action 1

**Rationale:**

The revisions provide comparable preparation for candidates in post-baccalaureate or post-master's alternative preparation programs for administrators, including the requirements for individual plans to provide mentoring, observation, and support to the candidate and a plan for communication.

**Contact Person:**

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**Date:**

August 5, 2013

1                                   **EDUCATION PROFESSIONAL STANDARDS BOARD**

2   **(Amendment)**

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

4           RELATES TO: KRS 161.027, 161.028(1)(k), (s), (t), 161.030(10), 161.048

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

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

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

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

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

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

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

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

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

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

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

22 (c) Ensure that a candidate begins course work no later than ninety (90) days from the  
23 date the eligibility notice is issued;

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

4 1. Prior to the candidate's enrollment in the Kentucky Teacher Internship pursuant to  
5 KRS 161.030 and 16 KAR 7:010, a minimum of fifteen (15) hours of annual observation  
6 utilizing university faculty and a district-based mentor of the candidate practicing instruction in  
7 the classroom;

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

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

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

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

16 (f) Notify the Education Professional Standards Board in writing if a candidate's  
17 employment in a covered position or enrollment in the alternative certification program  
18 permanently ceases.

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

20 Section 4. Temporary Provisional Certificate for Teaching. (1) The temporary  
21 provisional certificate for teaching shall be issued for a validity period not to exceed one (1)  
22 year.

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1 (2) The temporary provisional certificate for teaching may be renewed a maximum of  
2 two (2) times.

3 (3) The temporary provisional certificate for teaching shall be:

4 (a) Issued in accordance with a grade level and specialization as recommended by the  
5 educator preparation institution on Form TC-TP; and

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

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

11 Section 5. Issuance of a Temporary Provisional Certificate for Teaching. (1) Prior to  
12 seeking employment in a Kentucky public school, a candidate shall request from the institution  
13 written and dated documentation of eligibility for the alternative certification teacher program to  
14 provide to school districts pursuant to KRS 160.345(2)(h).

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

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

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

1 Section 6. Requirements for renewal of the temporary provisional certificate for teaching.

2 (1) A candidate shall be eligible for the first renewal of the temporary provisional certificate

3 upon successful completion of the following requirements:

4 (a) Evidence of employment in a Kentucky school district or nonpublic school in the

5 content area or areas indicated on the initial provisional certificate;

6 (b) A minimum of six (6) semester hours or its equivalent from the approved preparation

7 program; and

8 (c) Completion of Form TC-TP.

9 (2) A candidate shall be eligible for the final renewal of the temporary provisional

10 certificate upon successful completion of the following requirements:

11 (a) Evidence of employment in a Kentucky school district or nonpublic school in the

12 content area or areas indicated on the initial provisional certificate;

13 (b) A minimum of six (6) new semester hours or its equivalent from the approved

14 preparation program;

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

16 (d) Completion of Form TC-TP.

17 Section 7. Alternative Certification Teacher Program Completion Requirements. (1) If

18 the candidate has successfully passed the required assessments as outlined in 16 KAR 6:010, and

19 completed the required course work, the institution shall provide written notice to the employing

20 school district that a candidate is eligible to participate in the Kentucky Teacher Internship

21 Program in each subject area covered by the temporary provisional certificate and in accordance

22 with 16 KAR 7:010.

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

5 (3) Upon completion of all program requirements of the alternative certification teacher  
6 program, including successful completion of the Kentucky Teacher Internship Program  
7 established in KRS 161.030 and 16 KAR 7:010, the candidate may make application to the  
8 Education Professional Standards Board for the professional certificate on the form TC-1 which  
9 is incorporated by reference in 16 KAR 2:010.

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

12 (5) A candidate who failed to successfully complete the assessments, the internship, or  
13 the required coursework during the initial issuance and two (2) renewals of the temporary  
14 certificate and who has been transitioned into an institution's traditional educator preparation  
15 program, shall be eligible for a Statement of Eligibility upon recommendation of the institution  
16 after the candidate's completion of the preparation program and the required assessments.

17 (6) If a candidate fails to complete all alternative program requirements during the initial  
18 issuance and two (2) renewals of the temporary provisional certificate, the employing school  
19 district may, pursuant to 16 KAR 2:010, 2:120, and 2:180, submit an application for emergency  
20 or conditional certification on behalf of the former employee to allow the individual to continue  
21 employment.

22 Section 8. University Requirements for an Alternative Certification Administrator  
23 Program. (1) An accredited college or university seeking to offer an alternative certification



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1 administrator program shall apply to the Education Professional Standards Board for program  
2 approval in accordance with 16 KAR 5:010.

3 (2) In addition to the standards for program approval established in 16 KAR 5:010, the  
4 educator preparation institution seeking alternative certification administrator program approval  
5 shall design the alternative certification program to provide a candidate with the coursework and  
6 mentoring appropriate to permit a candidate to maintain employment in an eligible position and  
7 successfully complete any applicable assessments, including any internship or training programs,  
8 within a period of two (2) years for those enrolled in an alternative administrator program.

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

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

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

17 (c) Ensure that a candidate begins course work no later than ninety (90) days from the  
18 date the eligibility notice is issued;

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

22 1. A minimum of fifteen (15) hours of annual observation utilizing university faculty and  
23 a district-based mentor of the candidate practicing in the appropriate administrative role;

1 2. A description of how support shall be offered to the candidate to assist the candidate  
2 in 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 Certificate for an Administrator. (1)  
20 Prior to seeking employment in a Kentucky public school, a candidate shall request from the  
21 institution written and dated documentation of eligibility for the university based alternative  
22 certification 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 a completed and signed  
6 copy of the mentoring collaboration agreement with the university based alternative certification  
7 program as required by Section 8(3)(d) of this administrative regulation.

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

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

13 (a) Evidence of employment in a Kentucky school district or nonpublic school in the  
14 position indicated on the initial provisional certificate;

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

17 (c) Completion of Form TC-TP.

18 Section 12. Alternative Certification Administrator Program Completion Requirements.

19 (1)(a) If the alternative certification administrator candidate for principal certification has  
20 successfully passed the required assessments, as outlined in 16 KAR 6:030, and completed the  
21 required course work, the institution shall provide written notice to the district that the candidate  
22 is eligible to participate in the Kentucky Principal Internship Program in accordance with 16  
23 KAR 7:020.

1 (b) When a principal candidate is ready to enroll in the Kentucky Principal internship  
2 Program, the recommending institution shall complete page five (5) of the TC-TP form and  
3 deliver the form to the employing school district for submission to the Education Professional  
4 Standards Board.

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

11 (b) If the candidate was initially enrolled in the alternative program for principal, the  
12 candidate shall be eligible for a Statement of Eligibility upon recommendation of the institution  
13 after the candidate's completion of the preparation program and the required assessments.

14 (3)(a) During the period of enrollment in the alternative administrator program, a  
15 candidate seeking superintendent certification and serving in a local school district as a  
16 superintendent or assistant superintendent shall successfully complete both the coursework in the  
17 institution's alternative administrator program as well as the Superintendent Training Program  
18 and assessments required in KRS 156.111.

19 (b) The college or university faculty shall maintain contact with the employing school  
20 district and the Kentucky Department of Education regarding the completion of coursework to  
21 ensure that a superintendent candidate has completed the required coursework to prepare for the  
22 assessments and participation in the Superintendent's Training Program.

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1 (4) Upon completion of the alternative program, the assessments, and the internship or  
2 Superintendent's Training Program as applicable, the university shall provide a recommendation  
3 for the professional certificate on the candidate's TC-1 form.

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

6 ~~[University Requirements. (1) An accredited college or university seeking to offer a post~~  
7 ~~baccalaureate alternative teacher or administrator program shall apply to the Education~~  
8 ~~Professional Standards Board for program approval in accordance with 16 KAR 5:010.~~

9 ~~(2)(a) In addition to the standards for program approval established in 16 KAR 5:010, the~~  
10 ~~educator preparation institution seeking alternative teacher or alternative administrator program~~  
11 ~~approval shall develop and publish a plan of selection and admission of candidates to the~~  
12 ~~alternative program.~~

13 ~~(b) The plan shall be filed with the Education Professional Standards Board and shall include:~~

14 ~~1. A method to verify that an applicant has a minimum of a bachelor's degree from an accredited~~  
15 ~~college or university and the minimum grade point average required for admission to the~~  
16 ~~program;~~

17 ~~2. One (1) or more assessments to measure academic proficiency for program admission;~~

18 ~~3. An evaluation of a candidate's disposition for the education profession;~~

19 ~~4. A procedure to ensure that a candidate reviews the Professional Code of Ethics for Kentucky~~  
20 ~~School Certified Personnel established in 16 KAR 1:020; and~~

21 ~~5. A copy of the declaration signed by a candidate affirming a commitment to upholding the~~  
22 ~~Code of Ethics and acknowledging awareness of information required for state certification.~~

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- 1 ~~(3) The alternative program shall be designed to provide a candidate with the coursework and~~  
2 ~~mentoring appropriate to permit a candidate to maintain employment in an eligible position and~~  
3 ~~successfully complete any applicable assessments, including internship programs, within a~~  
4 ~~period of:~~
- 5 ~~(a) Three (3) years for those enrolled in an alternative teacher program; or~~  
6 ~~(b) Two (2) years for those enrolled in an alternative administrator program.~~
- 7 ~~(4) Upon approval, the alternative teacher or administrator program unit shall:~~
- 8 ~~(a) Assess a candidate's educational background and develop a plan of coursework that shall~~  
9 ~~adequately prepare the candidate for successful completion of the requirements for program~~  
10 ~~completion and certification for the areas and grade ranges that correspond with the candidate's~~  
11 ~~school placement;~~
- 12 ~~(b) Provide a candidate written and dated documentation of eligibility for the university~~  
13 ~~alternative certification program so that the candidate may be considered for employment~~  
14 ~~pursuant to KRS 160.345(2)(h);~~
- 15 ~~(c) Ensure that a candidate begins course work no later than ninety (90) days from the date the~~  
16 ~~eligibility notice is issued;~~
- 17 ~~(d) Establish, in consultation with the administration of a candidate's employing school, a~~  
18 ~~written plan for mentoring the candidate in the employment setting;~~
- 19 ~~(e) Provide, prior to a candidate's participation in the Kentucky Teacher or Principal Internship~~  
20 ~~Program, a minimum of fifteen (15) hours of observation of a candidate in practice in the~~  
21 ~~employment setting utilizing university faculty and a district based mentor teacher;~~

## Agenda Book

1 ~~(f) Provide effective candidate mentoring by maintaining an adequate number of personnel and~~  
2 ~~sufficient resources to ensure that candidates meet professional, state, and institutional standards,~~  
3 ~~including successful transition to the professional certificate;~~

4 ~~(g) Maintain regular communications with the employing school so that the institution and~~  
5 ~~employing school may assist the candidate as needed and address identified areas of~~  
6 ~~improvement; and~~

7 ~~(h) Notify the Education Professional Standards Board in writing if a candidate's employment in~~  
8 ~~a covered position or enrollment in the alternative certification program permanently ceases.~~

9 ~~Section 3. Participation in the Alternative Teacher Program. (1) Participation in the institution's~~  
10 ~~alternative teacher program shall be available only to individuals who meet the institution's~~  
11 ~~alternative program admission requirements.~~

12 ~~(2) A candidate's employment position shall be consistent with the area of certification being~~  
13 ~~sought through the preparation program.~~

14 ~~(3) After notice of acceptance into the alternative teacher program and subsequent notification of~~  
15 ~~selection for an eligible position, a candidate shall apply for a Temporary Provisional Certificate~~  
16 ~~by submitting a completed TC TP Application for Temporary Provisional Certificate to the~~  
17 ~~Education Professional Standards Board.~~

18 ~~(4)(a) Upon verification that a candidate has met all eligibility requirements for certificate~~  
19 ~~issuance, the Education Professional Standards Board shall issue a temporary provisional~~  
20 ~~certificate.~~

21 ~~(b) The temporary provisional certificate shall be:~~

22 ~~1. Issued for a period of one (1) year;~~

23 ~~2. Limited to the employing school district; and~~

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1 ~~3. Contingent upon the candidate's continued enrollment in the alternative preparation program~~  
2 ~~and continued employment in an eligible position that corresponds to a candidate's certification~~  
3 ~~program.~~

4 ~~(5)(a) A candidate shall be eligible for no more than two (2) renewals of the temporary~~  
5 ~~provisional certificate.~~

6 ~~(b) Application for renewal shall be made by submitting a completed TC-TP form.~~

7 ~~(c) The Education Professional Standards Board shall renew the temporary provisional certificate~~  
8 ~~upon verification of compliance with all eligibility requirements, including continued enrollment~~  
9 ~~in the alternative preparation program and employment in an eligible position.~~

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

15 ~~(7) Upon receipt of the written notification regarding readiness for internship, the employing~~  
16 ~~school district shall submit to the Education Professional Standards Board, a Confirmation of~~  
17 ~~Employment in electronic form, or hard copy if the electronic system is unavailable.~~

18 ~~(8) A candidate who failed to successfully complete the assessments, the internship, or the~~  
19 ~~required coursework during the initial issuance and two (2) renewals of the temporary certificate~~  
20 ~~and who has been transitioned into an institution's traditional educator preparation program, shall~~  
21 ~~be eligible for a Statement of Eligibility upon recommendation of the institution after the~~  
22 ~~candidate's completion of the preparation program and the required assessments.~~



1 ~~(9) If a candidate fails to complete all alternative program requirements during the initial~~  
2 ~~issuance and two (2) renewals of the temporary provisional certificate, the employing school~~  
3 ~~district may, pursuant to 16 KAR 2:010, 2:120, and 2:180, submit an application for emergency~~  
4 ~~or conditional certification on behalf of the former employee to allow the individual to continue~~  
5 ~~employment.~~

6 ~~Section 4. Participation in the Alternative Administrator Program. (1) Participation in the~~  
7 ~~university alternative administrator program shall be available only to individuals who meet the~~  
8 ~~institution's alternative program admission requirements.~~

9 ~~(2) The employment position shall be consistent with the area of certification being sought~~  
10 ~~through the preparation program.~~

11 ~~(3) After notice of acceptance into the alternative administrator program and subsequent~~  
12 ~~notification of selection for an eligible position, a candidate shall apply for a temporary~~  
13 ~~provisional certificate by submitting a completed TC-TP Application for Temporary Provisional~~  
14 ~~Certificate to the Education Professional Standards Board.~~

15 ~~(4)(a) Upon verification that a candidate has met all eligibility requirements for certificate~~  
16 ~~issuance, the Education Professional Standards Board shall issue a temporary provisional~~  
17 ~~certificate.~~

18 ~~(b) The temporary provisional certificate shall be:~~

19 ~~1. Issued for a period of one (1) year;~~

20 ~~2. Limited to the employing school district; and~~

21 ~~3. Contingent upon the candidate's continued enrollment in the alternative preparation program~~  
22 ~~and continued employment in an eligible position that corresponds to a candidate's certification~~  
23 ~~program.~~

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1 ~~(5)(a) A candidate shall be eligible for no more than one (1) renewal of the temporary~~  
2 ~~provisional certificate.~~

3 ~~(b) Application for renewal shall be made by submitting a completed TC-TP form.~~

4 ~~(c) The Education Professional Standards Board shall renew the temporary provisional certificate~~  
5 ~~upon verification of compliance with all eligibility requirements, including continued enrollment~~  
6 ~~in the alternative preparation program and employment in an eligible position.~~

7 ~~(6)(a) If the alternative administrator candidate for principal certification has successfully passed~~  
8 ~~the required assessments, as outlined in 16 KAR 6:030, and completed the required course work,~~  
9 ~~the institution shall provide written notice to the district that the candidate is eligible to~~  
10 ~~participate in the Kentucky Principal Internship Program in accordance with 16 KAR 7:020.~~

11 ~~(b) Upon receipt of the written notification regarding readiness for internship, the employing~~  
12 ~~school district shall submit a Confirmation of Employment in electronic form, or hard copy if the~~  
13 ~~electronic system is unavailable, to the Education Professional Standards Board and shall assign~~  
14 ~~individuals to the internship committee in accordance with the requirements established in KRS~~  
15 ~~161.027 and 16 KAR 7:020.~~

16 ~~(7)(a) An alternative administrator candidate who failed to complete the assessments, the~~  
17 ~~internship, or the required coursework during the initial issuance and one (1) renewal of the~~  
18 ~~temporary provisional certificate and who has been transitioned into an institution's traditional~~  
19 ~~preparation program, shall be eligible for an administrative certificate in the area of study upon~~  
20 ~~recommendation of the institution after the candidate's completion of the preparation program~~  
21 ~~and the required assessments.~~

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1 ~~(b) If the candidate was initially enrolled in the alternative program for principal, the candidate~~  
2 ~~shall be eligible for a Statement of Eligibility upon recommendation of the institution after the~~  
3 ~~candidate's completion of the preparation program and the required assessments.~~

4 ~~(8)(a) During the period of enrollment in the alternative administrator program, a candidate~~  
5 ~~seeking superintendent certification and serving in a local school district as a superintendent or~~  
6 ~~assistant superintendent shall successfully complete both the coursework in the institution's~~  
7 ~~alternative administrator program as well as the Superintendent Training Program and~~  
8 ~~assessments required in KRS 156.111.~~

9 ~~(b) The college or university faculty shall maintain contact with the employing school district~~  
10 ~~and the Kentucky Department of Education regarding the completion of coursework to ensure~~  
11 ~~that a superintendent candidate has completed the required coursework to prepare for the~~  
12 ~~assessments and participation in the Superintendent's Training Program.~~

13 ~~Section 5.(1) Upon completion of the alternative program, the assessments, and the internship or~~  
14 ~~Superintendent's Training Program as applicable, the university shall provide a recommendation~~  
15 ~~for the professional certificate on the candidate's TC-1 form.~~

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

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

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

21 (b) "Teacher Internship Statement of Eligibility-Confirmation of Employment as a  
22 Teacher", November 2004; and

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1 (c) "Principal Internship Statement of Eligibility-Confirmation of Employment ad  
2 Principal/Assistant Principal in an Accredited Kentucky School", May 2005.

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

6

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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 Monday, September 30, 2013 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 September 30, 2013. 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 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 the amendment to this administrative regulation: This amendment 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 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 requires that applicants to post-baccalaureate alternative certification programs meet the same admission standards established for corresponding traditional programs. This amendment also clarifies the responsibilities of the university based alternative certification program and the employing school district. Additionally, this amendment requires the employing district to include with the TC-TP application a copy of the mentoring collaboration agreement between the district and the university. Other proposed changes are intended to clarify and efficiently organize the regulation.

(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 be aware of their responsibilities to ensure appropriate mentoring for alternative certification candidates. The educator preparation programs will have clarification on their duties and responsibilities to provide appropriate mentoring and services to alternative certification candidates serving in classrooms. Educators will need to consult this regulation for information regarding certification.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): There may be additional costs to the institution and the district to provide appropriate mentoring to the candidate, but this cost should be minimal.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The educator preparation programs will be positively affected by the clarifications to the regulation. School districts will have better support systems for their alternatively certified

educators during their first years in the classroom. Alternatively certified educators will have sufficient support systems to ensure their transition to teaching is more successful.

(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) NO, tiering does 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. Public colleges and universities may experience a minimum cost increase to ensure that sufficient mentoring is provided to the candidate.

(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.

Agenda Book

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item D**

**Action Item:**

Union College request to offer programs at one off-site campus

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.048

16 KAR 5:010, Section 28

**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 EPSB approve Union College's request to establish one off-site campus?

**Background:**

Regulation 16 KAR 5:010 Standards for Accreditation of Educator Preparation Units and Approval of Programs was revised in 2007 to require EPSB approval for off-site campuses established by educator preparation institutions. The regulation requires educator preparation institutions to seek approval from the EPSB before establishing off-site campuses.

Union College (UC) is requesting permission to establish one off-site campus using the Laurel Campus of Somerset Community College to deliver half its Teacher Leader master's program and Rank I program. Supporting documentation is on the EPSB secure website.

**Alternative Actions:**

1. Approve the Union College request to establish one off-site campus.
2. Modify and approve the Union College request to establish one off-site campus.
3. Do not approve the proposed Supervisor of Instruction preparation program addition.

**Staff Recommendation:**

Alternative 1

**Rationale:**

Union College can provide the necessary resources, educational supplies, advisement, and faculty to support the additional off-site campus. Candidates will have full access to instructional and technological resources and the college's library.

## Agenda Book

### **Contact Person:**

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

### **Date:**

August 5, 2013

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item E**

**Action Item:**

Bellarmino University: Accreditation of the Educator Preparation Unit and Approval of Programs

**Applicable Statute or 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 EPSB grant continuing NCATE/state accreditation to the Educator Preparation Unit and approve the initial and advanced level preparation programs at Bellarmine University?

**Background:**

A joint NCATE/state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Bellarmine University on October 28 – 30, 2012. The joint BOE team found all standards were met with one continued area for improvement. The BOE also reviewed program review documents as part of the on-site visit and found them to be in compliance with program guidelines as established and approved by the EPSB. At its June 14, 2013, meeting the Accreditation Audit Committee (AAC) met (see attached minutes) and reviewed the accreditation materials including the Institutional Report, the Off-Site BOE Report, the IR Addendum, and the On-Site BOE Report. There were three corrected areas for improvement, one continued area for improvement, and no new areas for improvement identified by the BOE team.

The AAC reviewed each area for improvement cited in the BOE Report.

**Corrected**

Standard 4: Diversity

- 1) Candidates have limited opportunities to interact with a racially and ethnically diverse unit faculty.
- 2) The unit does not ensure that all candidates have field experiences with racially and ethnically diverse P-12 students.

Standard 6: Unit Governance and Resources

- 1) Workload assignments do not accommodate faculty involvement in teaching, scholarship, and service.

Continued

Standard 4: Diversity

- 1) Candidates have limited opportunities to interact with peers from diverse racial and ethnic groups. (Initial)

New

None

The AAC voted to agree with the findings of the BOE team as cited in the BOE Report. Pursuant to 16 KAR 5:010, Section 19, the AAC accepts the continued area for improvement listed above and recommends: (1) ACCREDITATION and (2) APPROVAL OF THE INITIAL AND ADVANCED LEVEL EDUCATOR PREPARATION PROGRAMS at Bellarmine University.

**Groups/Persons Consulted**

Content Area Program Reviewers  
Continuous Assessment Review Committee  
Reading Committee  
Joint NCATE/State Board of Examiners Team  
Accreditation Audit Committee

**Alternative Actions:**

**Issue One: Unit Accreditation**

1. Accept the recommendation of the AAC and grant ACCREDITATION for Bellarmine University.
2. Modify the AAC recommendation and grant ACCREDITATION WITH CONDITIONS for Bellarmine University.
3. Do not accept the AAC recommendation and grant ACCREDITATION WITH PROBATION for Bellarmine University.

**Issue Two: Program Approval**

1. Accept the recommendation of the AAC and grant APPROVAL for the initial and advanced level educator preparation programs at Bellarmine University.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the initial and advanced level educator preparation programs at Bellarmine University.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the initial and advanced level educator preparation programs at Bellarmine University.

**AAC Recommendation:**

Issue One: Alternative 1

Issue Two: Alternative 1

## Agenda Book

### **Rationale:**

The Joint NCATE/State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

### **Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-5789  
E-mail: [Kim.Walters-Parker@ky.gov](mailto:Kim.Walters-Parker@ky.gov)

### **Date:**

August 5, 2013





**Accreditation Audit Committee (AAC)**

**Education Professional Standards Board**

**Conference Room A**

**June 14, 2013**

**MEETING MINUTES**

**Members Present:**

Susan Compton  
Judi Conrad, Chair  
Joy Gray  
Shirley Nelson  
Jack Rose  
Tim Watkins

**EPSB Staff Present:**

Allison Bell  
Robert Brown  
Dianna Carr  
Lauren Graves  
Alicia Sneed  
Kim Walters-Parker

**Members Absent:**

Zella Wells

The meeting was called to order at 9:00.

Approval of Minutes:

*Motion made by Jack Rose, seconded by Tim Watkins, to approve the minutes from the December 2012 AAC meeting.*

**Vote:** *Approve the motion (Yes: 4-0; Joy Gray and Susan Compton not present at the time of the vote)*

The AAC reviewed the documentation including, but not limited to, the Institutional Report (IR), Board of Examiners (BOE) team report, and the institutional rejoinder, and made recommendations for accreditation and program approval for the following institutions:

**BELLARMINE UNIVERSITY**

EPSB Staff identified a discrepancy between the area for improvement (AFI) cited by NCATE in the May 2013 Accreditation Action Report and the AFI cited in the BOE report.

Dr. Robert Cooter, Dean of the School of Education, commented on behalf of the institution. He was complimentary of the team members. He affirmed the positive experience the unit had during the continuous improvement process. He was appreciative of the collaboration with the team members and EPSB staff. He indicated the unit concurred with the findings of the BOE team. He was also complimentary of the efforts of Bellarmine's faculty and staff, particularly Dr. Anne Bucalos and Ms. Alecea Hawkins.

Dr. Rosetta Sandidge, Co-Chair of the NCATE/State Board of Examiners (BOE) team, presented

the report on behalf of the team. She provided an overview of the process, including the off-site and on-site reviews, the participants, and the documents which guided the team's work. She described the process followed by the team and the findings of the team related to the programs, standards met, the unit's evidence in moving toward target on Standard 3, the corrected areas for improvement, and the one continued area for improvement. Dr. Sandidge discussed the discrepancy between the team's AFI and the NCATE Action Report. She provided evidence why she and the NCATE chair believe the AFI cited by NCATE for the advanced programs is an error. She was complimentary of the unit's preparedness for the visit and the hospitality shown to the team during the pre-visit and on-site visit.

AAC members were complimentary of the efforts displayed by the unit to address its areas for improvement cited previously. Dr. Rose expressed concern regarding the continuing area for improvement regarding the unit's efforts to recruit and retain diverse candidates. The committee also complimented the unit and the team chair for the well written documentation. The AAC reviewed the findings of the BOE team on the following:

**Corrected Areas for Improvement:**

Standard 4: Diversity

- 1) Candidates have limited opportunities to interact with a racially and ethnically diverse unit faculty.
- 2) The unit does not ensure that all candidates have field experiences with racially and ethnically diverse P-12 students.

Standard 6: Unit Governance and Resources

- 1) Workload assignments do not accommodate faculty involvement in teaching, scholarship, and service.

**Continued Areas for Improvement:**

Standard 4: Diversity

- 1) Candidates have limited opportunities to interact with peers from diverse racial and ethnic groups. (Initial)

**New Areas for Improvement:**

None

Following appropriate meeting protocol, the AAC made the following decisions:

- 1) Voted (6-0) that the BOE team followed approved accreditation guidelines when conducting the visit.

## Agenda Book

- 2) Voted (6-0) to agree with the corrected areas for improvement cited in the BOE Report.
- 3) Voted (6-0) to agree with the continued areas for improvement cited in the BOE Report.
- 4) Voted (6-0) to agree with the BOE team that all standards are met.

In addition to decisions identified above, the AAC recommends **PROGRAM APPROVAL** (Vote: 6-0) and **ACCREDITATION** for Bellarmine University (Vote: 6-0).

### **KENTUCKY WESLEYAN COLLEGE**

Dr. Bonnie Banker, Chair of the State BOE team, presented the report on behalf of the team. She was complimentary of the institution and unit faculty and staff for their hospitality. She provided an overview of the team members and the team's findings. She indicated that Kentucky Wesleyan had begun using *TaskStream* as its assessment management system. The unit also created an electronic exhibit room which made documents available to the team prior to the on-site visit. Dr. Banker confirmed the team found all standards met, four corrected areas for improvement, no continued areas for improvement, and one new area for improvement which was a revision to a previous area for improvement in Standard 4: Diversity. She indicated the BOE team was thorough and fair in its decision-making process.

The institution was represented by Dr. Martha O'Bryan, Chair of the Teacher Education Department. She was complimentary of the team and the professionalism displayed by the team members. She indicated the visit was a positive experience for the entire unit.

Mr. Tim Watkins was complimentary of the team in the rewording of the area for improvement. Dr. Rose expressed concern over the lack of diversity among the faculty. Dr. Banker spoke of the evidence provided to demonstrate the unit's efforts and commitment to hiring diverse faculty. Dr. O'Bryan indicated the unit had specifically sought to fill the position with a representative of a diverse population, but the representative turned down the offer. The AAC reviewed the findings of the BOE team and agreed with the BOE team findings all standards were met. The committee agreed with the BOE team findings on the corrected areas for improvement and the new area for improvement as indicated below:

#### **Corrected Areas for Improvement:**

##### Standard 2: Assessment System and Unit Evaluation

- 1) Not all data are aggregated, summarized, evaluated, and regularly distributed to decision-making bodies.
- 2) The assessment system is not clearly aligned to the conceptual framework.

##### Standard 4: Diversity

- 1) Faculty with the unit, college, and service area schools do not reflect racial or ethnic diversity, nor was there evidence of good faith efforts on the part of the unit or college to enhance faculty diversity.

- 2) There is limited candidate ethnic or racial diversity in the unit.

**Continued Areas for Improvement:**

None

**New Areas for Improvement:**

Standard 4: Diversity

- 1) Candidates have no opportunity to interact with unit faculty from diverse ethnic or racial groups.

Following appropriate meeting protocol, the AAC made the following decisions:

- 1) Voted (6-0) that the BOE team followed approved accreditation guidelines when conducting the visit.
- 2) Voted (6-0) to agree with the corrected area for improvement cited in the BOE Report.
- 3) Voted (6-0) to agree with the new areas for improvement cited in the BOE Report.
- 4) Voted (6-0) to agree with the BOE team that all standards are met.

In addition to decisions identified above, the AAC recommends **PROGRAM APPROVAL** (Vote: 6-0) and **ACCREDITATION** for Kentucky Wesleyan College (Vote: 6-0).

**CAMPBELLSVILLE UNIVERSITY**

EPSB Staff identified a discrepancy between the report by NCATE and what was cited in the on-site BOE Report.

Drs. Brenda Priddy and Donna Hedgepath commented on behalf of the institution. Dr. Priddy was complimentary of the unit faculty's preparation and involvement. She provided an overview of the pre-visit. She was complimentary of the team members but indicated she was surprised by the area for improvement cited by the BOE team. She provided her rationale for the unit's disagreement with the AFI.

Ms. Brenda McGown, Chair of the EPSB BOE team, presented the report on behalf of the team. She provided an overview of the visit, including the team members and the team's findings. She indicated the BOE team found all standards had been met with two corrected areas for improvement – one in Standard 2 and one in Standard 4; no continued areas for improvement; and one new area for improvement in Standard 3. It was clear from the rationale this AFI was intended for the initial programs only. NCATE removed this area for improvement in its Accreditation Action Report. Ms. McGown indicated she had spoken with the BOE team member who had the primary responsibility for Standard 3 in order to get clarification on the area for improvement. She stated the AFI was cited due to feedback received during interviews

at the school visits. There was extensive discussion in an effort to clarify the exact concerns.

The AAC reviewed the findings of the BOE team and agreed with its findings that all standards were met. The AAC did not agree with the team's finding that there was an area for improvement cited for the advanced programs in Standard 3. The AAC felt the area for improvement was warranted in the initial programs but not in the advanced programs. The AAC accepted the area for improvement statements cited by the BOE team except for Standard 3 which the committee rewrote as indicated below:

**Corrected Areas for Improvement:**

Standard 2: Assessment System and Unit Evaluation

- 1) Candidates' evaluations of unit and faculty performance are not regularly and systematically aggregated for continued analysis and programmatic change over time.

Standard 4: Diversity

- 1) Candidates in the Master of Arts in Learning and Behavior Disorders online program are not assured of having the opportunity to work with faculty from diverse groups. (Initial)

**Continued Areas for Improvement:**

None

**New Areas for Improvement:**

Standard 3: Field Experiences and Clinical Practice

- 1) The unit does not ensure that early pre-student teaching field experiences are consistently extensive and intensive for candidates to develop and demonstrate proficiencies in the professional roles for which they are preparing. (Initial)

Following appropriate meeting protocol, the AAC made the following decisions:

- 1) Voted (6-0) that the BOE team followed approved accreditation guidelines when conducting the visit.
- 2) Voted (6-0) to agree with the corrected areas for improvement cited in the BOE Report.
- 3) Voted (6-0) to disagree with the new areas for improvement cited in the BOE Report. The committee then voted to rewrite the area for improvement and cite it for the initial programs only.
- 4) Voted (6-0) to agree with the BOE team that all standards are met.

In addition to decisions identified above, the AAC recommends **PROGRAM APPROVAL** (Vote: 6-0) and **ACCREDITATION** for Campbellsville University (Vote: 6-0).

## **BIENNIAL REVIEW**

The AAC conducted biennial reviews for three institutions – Brescia University, Centre College, and Western Kentucky University. The committee reviewed the institutions' areas for improvement and provided feedback to the institutions after reviewing two years of annual reports (2010-2011 and 2011-2012).

## **COMPLIANCE INVESTIGATION**

The EPSB received complaints regarding the Option 6 program at the University of the Cumberlands. Staff requested records of candidates to determine whether there was evidence of compliance with 16 KAR 9:080. Staff review of the records resulted in a lack of required documentation demonstrating compliance with the regulation. During the March 2013 Board meeting, the EPSB referred the matter to the Accreditation Audit Committee for further investigation. The AAC was provided the charging document, accompanying exhibits and the response from the university. Shirley Nelson recused due to a conflict of interest.

The AAC reviewed the documentation supplied by the EPSB staff and the university and questioned EPSB staff to describe events leading to the AAC's need for review of the situation. A representative from the university addressed the AAC after discussions. The committee determined the allegations presented did constitute one or more violations of the regulations (16 KAR 9:080). The AAC determined there is a need for further inquiry into the allegations and requested that staff pull a larger sample size and put together a BOE team for an on-site visit including in-school interviews with completers who will be determined by the BOE team and not pre-selected by the institution. The AAC directed staff to create a plan of action and timeline for the investigation. The plan and timeline are to be shared with the AAC for approval prior to implementation.

The next meeting date was tentatively set for Friday, December 6, 2013.

## Agenda Book

### 16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.

**Section 20. Official State Accreditation Action by the Education Professional Standards Board.** (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.

(d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:

1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;

2. Misrepresents its accreditation status to the public;

3. Falsely reports data or plagiarized information submitted for accreditation purposes; or

4. Fails to submit annual reports or other documents required for accreditation.

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(5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:

(a) The institution shall inform students currently admitted to a certification or rank program of the following:

1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and

2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and

(b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item F**

**Action Item:**

Campbellsville University: Accreditation of the Educator Preparation Unit and Approval of Programs

**Applicable Statute or 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 EPSB grant continuing NCATE/state accreditation to the Educator Preparation Unit and approve the initial and advanced level preparation programs at Campbellsville University?

**Background:**

A joint NCATE/state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Campbellsville University on November 11 – 13, 2012. The joint BOE team found all standards were met with two corrected areas for improvement, no continued areas for improvement, and one new area for improvement. NCATE's Unit Accreditation Board (UAB) removed the area for improvement in Standard 3 that had been cited by the BOE team. The BOE also reviewed program review documents as part of the on-site visit and found them to be in compliance with program guidelines as established and approved by the EPSB. At its June 14, 2013, meeting the Accreditation Audit Committee (AAC) met (see minutes) and reviewed the accreditation materials including the Institutional Report, the Off-Site BOE Report, the IR Addendum, the On-Site BOE Report, and the unit's BOE report rejoinder.

The AAC reviewed each area for improvement cited in the BOE Report.

**Corrected**

Standard 2: Assessment System and Unit Evaluation

- 1) Candidates' evaluations of unit and faculty performance are not regularly and systematically aggregated for continued analysis and programmatic change over time.

Standard 4: Diversity

- 1) Candidates in the Master of Arts in Learning and Behavior Disorders online program are not assured of having the opportunity to work with faculty from diverse groups. (Initial)

**Continued**

None

New

Standard 3: Field Experiences and Clinical Practice

- 1) The unit does not ensure that early pre-student teaching field experiences are consistently extensive and intensive for candidates to develop and demonstrate proficiencies in the professional roles for which they are preparing. (Initial)

The AAC disagreed with the UAB's decision and voted to rewrite the new area for improvement and cite it for initial preparation programs only. Pursuant to 16 KAR 5:010, Section 19, the AAC accepts the corrected and new areas for improvement listed above and recommends: (1) ACCREDITATION and (2) APPROVAL OF THE INITIAL AND ADVANCED LEVEL EDUCATOR PREPARATION PROGRAMS at Campbellsville University.

**Groups/Persons Consulted**

Content Area Program Reviewers  
Continuous Assessment Review Committee  
Reading Committee  
Joint NCATE/State Board of Examiners Team  
Accreditation Audit Committee

**Alternative Actions:**

**Issue One: Unit Accreditation**

1. Accept the recommendation of the AAC and grant ACCREDITATION for Campbellsville University.
2. Modify the AAC recommendation and grant ACCREDITATION WITH CONDITIONS for Campbellsville University.
3. Do not accept the AAC recommendation and grant ACCREDITATION WITH PROBATION for Campbellsville University.

**Issue Two: Program Approval**

1. Accept the recommendation of the AAC and grant APPROVAL for the initial and advanced level educator preparation programs at Campbellsville University.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the initial and advanced level educator preparation programs at Campbellsville University.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the initial and advanced level educator preparation programs at Campbellsville University.

**AAC Recommendation:**

Issue One: Alternative 1

Issue Two: Alternative 1

**Rationale:**

The Joint NCATE/State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

**Contact Person:**

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Division of Educator Preparation  
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**Date:**

August 5, 2013



## Agenda Book

### 16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.

**Section 20. Official State Accreditation Action by the Education Professional Standards Board.** (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.

(d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:

1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;

2. Misrepresents its accreditation status to the public;

3. Falsely reports data or plagiarized information submitted for accreditation purposes; or

4. Fails to submit annual reports or other documents required for accreditation.

## Agenda Book

(5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:

(a) The institution shall inform students currently admitted to a certification or rank program of the following:

1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and

2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and

(b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation.

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item G**

**Action Item:**

Kentucky Wesleyan College: Accreditation of the Educator Preparation Unit and Approval of Programs

**Applicable Statute or 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 EPSB grant continuing accreditation to the Educator Preparation Unit and approve the initial programs at Kentucky Wesleyan College?

**Background:**

A state Board of Examiners (BOE) team conducted the on-site evaluation of the Educator Preparation Unit at Kentucky Wesleyan College on September 23 – 26, 2012. The BOE team found all standards were met with four corrected areas for improvement, no continued areas for improvement, and one new area for improvement. The BOE also reviewed program review documents as part of the on-site visit and found them to be in compliance with program guidelines as established and approved by the EPSB. At its June 14, 2013, meeting, the Accreditation Audit Committee (AAC) met (see minutes) and reviewed the accreditation materials including the Institutional Report, the BOE Report, and the unit's rejoinder.

The AAC reviewed the following areas for improvement cited in the BOE Report:

**Corrected**

Standard 2: Assessment System and Unit Evaluation

- 1) Not all data are aggregated, summarized, evaluated, and regularly distributed to decision-making bodies.
- 2) The assessment system is not clearly aligned to the conceptual framework.

Standard 4: Diversity

- 1) Faculty with the unit, college, and service area schools do not reflect racial or ethnic diversity, nor was there evidence of good faith efforts on the part of the unit or college to enhance faculty diversity.

**New**

Standard 4: Diversity

## Agenda Book

- 1) Candidates have no opportunity to interact with unit faculty from diverse ethnic or racial groups.

The AAC voted to agree with the findings of the BOE team as cited in the BOE Report. Pursuant to 16 KAR 5:010, Section 19, the AAC accepts all the areas for improvement listed above and recommends: (1) ACCREDITATION and (2) APPROVAL OF THE INITIAL EDUCATOR PREPARATION PROGRAMS at Kentucky Wesleyan College.

### **Groups/Persons Consulted**

Content Area Program Reviewers  
Continuous Assessment Review Committee  
Reading Committee  
State Board of Examiners Team  
Accreditation Audit Committee

### **Alternative Actions:**

#### **Issue One: Unit Accreditation**

1. Accept the recommendation of the AAC and grant ACCREDITATION for Kentucky Wesleyan College.
2. Modify the AAC recommendation and grant ACCREDITATION WITH CONDITIONS for Kentucky Wesleyan College.
3. Do not accept the AAC recommendation and grant ACCREDITATION WITH PROBATION for Kentucky Wesleyan College.

#### **Issue Two: Program Approval**

1. Accept the recommendation of the AAC and grant APPROVAL for the initial level educator preparation programs at Kentucky Wesleyan College.
2. Modify the AAC recommendation and grant APPROVAL WITH CONDITIONS for the initial level educator preparation programs at Kentucky Wesleyan College.
3. Do not accept the AAC recommendation and stipulate DENIAL OF APPROVAL for the initial level educator preparation programs at Kentucky Wesleyan College.

### **AAC Recommendation:**

Issue One: Alternative 1  
Issue Two: Alternative 1

### **Rationale:**

The State BOE team and AAC followed national and state guidelines for accreditation of educator preparation programs.

### **Contact Person:**

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### **Date:**

August 5, 2013



## Agenda Book

### 16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.

**Section 20. Official State Accreditation Action by the Education Professional Standards Board.** (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.

(2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the educator preparation unit.

(3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation", "denial of accreditation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.

2. The next on-site visit shall be scheduled five (5) years following the semester of the visit.

(b) Provisional accreditation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. The unit has accredited status but shall satisfy provisions by meeting each previously-unmet standard. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the accreditation decision, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the provisional accreditation decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Accredit; or

b. Revoke accreditation.

2. If the unit is accredited, the next on-site visit shall be scheduled for five (5) years following the semester of the first accreditation visit.

(c) Denial of accreditation. This accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(d) Revocation of accreditation. This accreditation decision indicates that the unit has not sufficiently addressed the unmet standard or standards following a focused visit.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the unit meets each of the six (6) NCATE standards for unit accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the professional education unit shall be expected to describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards. If the EPSB renders this decision, the unit shall maintain its accredited status, but shall satisfy conditions by meeting previously unmet standards. EPSB shall require submission of documentation that addresses the unmet standard or standards within six (6) months of the decision to accredit with conditions, or shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with conditions decision was granted. If the EPSB decides to require submission of documentation, the institution may choose to waive that option in favor of the focused visit within two (2) years. Following the focused visit, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the unit has not met one (1) or more of the NCATE standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The institution shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. This visit shall mirror the process for first accreditation. The unit as part of this visit shall address all NCATE standards in effect at the time of the probationary review at the two (2) year point. Following the on-site review, the EPSB shall decide to:

a. Continue accreditation; or

b. Revoke accreditation.

2. If accreditation is continued, the next on-site visit shall be scheduled for five (5) years after the semester of the probationary visit.

(d) Revocation of accreditation. Following a comprehensive site visit that occurs as a result of an EPSB decision to accredit with probation or to accredit with conditions, this accreditation decision indicates that the unit does not meet one (1) or more of the NCATE standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:

1. No longer meets preconditions to accreditation, such as loss of state approval or regional accreditation;

2. Misrepresents its accreditation status to the public;

3. Falsely reports data or plagiarized information submitted for accreditation purposes; or

4. Fails to submit annual reports or other documents required for accreditation.

## Agenda Book

(5) Notification of EPSB action to revoke continuing accreditation or deny first accreditation, including failure to remove conditions, shall include notice that:

(a) The institution shall inform students currently admitted to a certification or rank program of the following:

1. A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and

2. A student who does not meet the criteria established in subparagraph 1 of this paragraph shall transfer to a state accredited education preparation unit in order to receive the certificate or advancement in rank; and

(b) An institution for which the EPSB has denied or revoked accreditation shall seek state accreditation through completion of the first accreditation process. The on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation.

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item H**

**Action Item:**

16 KAR 3:080. Career and technical education administrators--Notice of Intent

**Applicable Statutes:**

KRS 161.020, 161.027, 161.028, and 161.030

**Applicable Goal:**

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

**Issue:**

Should the EPSB approve amendments to *16 KAR 3:080—Career and technical education administrators?*

**Background:**

EPSB staff has been asked by the associate commissioner of the Kentucky Department of Education, Office of Career and Technical Education (KDE/OCTE) to propose to the EPSB amending the language in 16 KAR 3:080 to allow those individuals who hold a statement of eligibility or certificate for *Instructional Leadership—Principal, All Grades* to have certificate permission to administer a Kentucky Career and Technical Education School/Center. Currently this type of certificate may only be used for this purpose if the holder also has a valid Kentucky certificate for a career and technical education area and three years of teaching experience in that field. KDE/OCTE officials believe the preparation program for principals in all K-12 schools is sufficient to administer CTE schools, and that such a change will allow the hiring authorities for these schools to have a wider pool of qualified applicants for vacant CTE school administration positions.

The proposed change has the full support of the KDE Commissioner, the associate commissioner of KDE/OCTE, and the former Secretary of Education.

**Alternative Actions:**

1. Approve the proposed amendments to 16 KAR 3:080
2. Do not approve the proposed amendments to 16 KAR 3:080.

**Staff Recommendation:**

Alternative 1

**Rationale:**

The proposed changes will allow career and technical education schools to access the same pool of principal candidates as do other schools in the Commonwealth, while leaving the option open for CTE teachers to pursue the current program for career and technical education administration at those state IHEs which offer the program.

Agenda Book

**Contact Person:**

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**Date:**

August 5, 2013

1 **EDUCATION PROFESSIONAL STANDARDS BOARD**

2 **(Amendment)**

3 **16 KAR 3:080. Career and technical education school principals.**

4 RELATES TO: KRS 161.020, KRS 161.027, KRS 161.028, KRS 161.030

5 STATUTORY AUTHORITY: KRS 161.027, KRS 161.028

6 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 requires an educator to  
7 hold a certificate of legal qualifications issued by the Education Professional Standards Board  
8 prior to being employed in a certified school position. KRS 161.028 authorizes the Education  
9 Professional Standards Board to establish the standards for obtaining and maintaining a teaching  
10 certificate and KRS 161.027 specifically requires the Education Professional Standards Board to  
11 establish the requirements for the preparation and certification of principals. This administrative  
12 regulation establishes the certification requirements for career and technical school education  
13 principals.

14 Section 1. Application and Renewal Procedures. (1) A certificate for career and  
15 technical education school principal shall be issued to an applicant who has:

16 (a) At least three (3) years of teaching experience in a career and technical education  
17 teaching assignment;

18 (b) Completed an approved educator preparation program for career and technical  
19 education school principal as established in 16 KAR 5:010; and

20 (c) Obtained the specified minimum score on any assessment required by 16 KAR 6:030.

21 (2) Application for an initial certificate for career and technical education school shall be  
22 made on "Application for Kentucky Certification or Change in Salary Rank", Form TC-1,  
23 incorporated by reference in 16 KAR 2:010.

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1           (3)(a) 1. The initial certificate for career and technical school principal shall be issued for  
2 a duration period of one (1) year upon obtaining employment for an internship position as  
3 principal or assistant principal of a career and technical school.

4           2. During the period of validity of the one (1) year certificate, the internship program for  
5 career and technical school principals as outlined in KRS 161.027 shall be completed.

6           3. Upon successful completion of the internship, the certificate shall be extended for four  
7 (4) years.

8           (b) 1. A certificate for career and technical school principal shall be renewed  
9 subsequently for five (5) year periods.

10           2. Each five (5) year renewal thereafter shall require the completion of:

11           a. Two (2) years of experience as a career and technical school principal;

12           b. Three (3) semester hours of additional graduate credit related to the position of career  
13 and technical school principal; or

14           c. Forty-two (42) hours of approved training selected from programs approved for the  
15 Kentucky Effective Instructional Leadership Training Program.

16           3. Application for renewal of a certificate for career and technical education school  
17 principal shall be made on Form TC-2, incorporated by reference in 16 KAR 4:060.

18           Section 2. Certifications permissible for position career and technical education school  
19 principal. (1). The following certificates shall be valid for the position of school principal:

20           (a) The certificate for career and technical school principal; or

21           (b) A certificate for instructional leadership - school principal.

22           ~~**16 KAR 3:080. Career and technical education administrators.**~~

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1 RELATES TO: KRS 161.020, 161.025, 161.027, 161.030

2 STATUTORY AUTHORITY: KRS 156.070, 161.030

3 ~~NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020, 161.025, and 161.030~~

4 ~~require that teachers and other professional school personnel hold certificates of legal~~  
5 ~~qualifications for their respective positions to be issued upon completion of programs of~~  
6 ~~preparation prescribed and approved by the Education Professional Standards Board;~~  
7 ~~furthermore, the teacher education institutions are required to be approved for offering the~~  
8 ~~preparation programs corresponding to particular certificates by the Education Professional~~  
9 ~~Standards Board. KRS 161.027 establishes testing and internship requirements for principals.~~  
10 ~~This administrative regulation establishes appropriate certificate conditions for their issuance and~~  
11 ~~renewal, and relates to the corresponding standards and procedures for program approval as~~  
12 ~~included in the Kentucky Standards for Preparation Certification of Professional School~~  
13 ~~Personnel for career and technical education administrators.~~

14 ~~Section 1. The certificate for administration, supervision, and coordination of vocational~~  
15 ~~education issued only through January 4, 1988 under prior versions of this administrative~~  
16 ~~regulation shall:~~

17 ~~(1) Not qualify the holder for any vocational education position; and~~

18 ~~(2) Be designated as one of the several requirements for certain positions of~~  
19 ~~administration, supervision, and coordination as identified in the Kentucky State Plan for~~  
20 ~~Vocational Technical Education, as incorporated by reference in 780 KAR 1:010.~~

21 ~~Section 2. (1) The certificate for career and technical school principal shall be issued in~~  
22 ~~accordance with the pertinent Kentucky statutes and Education Professional Standards Board~~  
23 ~~administrative regulations to an applicant who has:~~

Agenda Book

1 ~~(a) at least three (3) years of teaching experience in a career and technical education~~  
2 ~~teaching assignment; and~~

3 ~~(b) completed the approved program of preparation which corresponds to the certificate~~  
4 ~~at a teacher education institution approved under the standards and procedures for approval of~~  
5 ~~preparation programs as established in 16 KAR 5:010.~~

6 ~~(2) The certificate shall be issued and renewed in accordance with the provisions of KRS~~  
7 ~~161.027, 16 KAR 6:030, and 16 KAR 7:020.~~

8 ~~(3)(a)1. The initial certificate for career and technical school principal shall be issued for~~  
9 ~~a duration period of one (1) year upon:~~  
10 ~~a successful completion of the approved curriculum and the tests prescribed under KRS 161.027~~  
11 ~~and 16 KAR 6:030; and~~

12 ~~b. obtaining employment for an internship position as principal or assistant principal of a~~  
13 ~~career and technical school.~~

14 ~~2. During the period of validity of the one (1) year certificate, the internship program for~~  
15 ~~career and technical school principals as outlined in KRS 161.027 shall be completed.~~

16 ~~3. Upon successful completion of the internship, the certificate shall be extended for four~~  
17 ~~(4) years.~~

18 ~~(b) 1. The certificate shall be renewed subsequently for five (5) year periods.~~

19 ~~2. Each five (5) year renewal thereafter shall require the completion of:~~

20 ~~a. Two (2) years of experience as a career and technical school principal,~~

21 ~~b. Three (3) semester hours of additional graduate credit related to the position of career~~  
22 ~~and technical school principal, c. Forty two (42) hours of approved training selected from~~  
23 ~~programs approved for the Kentucky Effective Instructional Leadership Training Program.~~



Agenda Book

1           ~~(4) In compliance with KRS 161.027, persons applying for the certificate for career and~~  
2 ~~technical school principal who satisfy the curriculum requirements and all other prerequisites,~~  
3 ~~and who have completed at least two (2) years of successful full-time experience, including at~~  
4 ~~least 140 days per year, as a career and technical school principal, within a ten (10) year period~~  
5 ~~prior to making application, shall be:~~

6           ~~(a) Exempt from the internship requirements for career and technical school principal;~~  
7 ~~and~~

8           ~~(b) required to pass the written examinations required by KRS 161.027 and the governing~~  
9 ~~administrative regulation.~~

10           ~~(5)(a) The certificate for career and technical school principal shall be valid for the~~  
11 ~~position of principal at a career and technical school.~~

12           ~~(b) The hiring authority of a career and technical school may employ as a principal a~~  
13 ~~candidate who possesses the following:~~

14           ~~1. A valid Kentucky certificate or statement of eligibility for instructional leadership~~  
15 ~~school principal;~~

16           ~~2. A valid Kentucky certificate for a career and technical education; and~~

17           ~~3. A minimum of three (3) years of teaching experience in the field of career and~~  
18 ~~technical education.~~

19           ~~Section 3. (1) The certificate for career and technical education principal shall be issued~~  
20 ~~in accordance with the pertinent Kentucky statutes to an applicant who has at least three (3) years~~  
21 ~~of teaching experience in a career and technical education teaching assignment and who has~~  
22 ~~completed the approved program of preparation which corresponds to the certificate at a teacher~~

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1 ~~education institution approved under the standards and procedures of the Education Professional~~  
2 ~~Standards Board pursuant to 16 KAR 5:010.~~

3 ~~(2)(a)The certificate for career and technical education principal shall be issued for a~~  
4 ~~duration period of five (5) years and shall be renewed subsequently for five (5) year periods.~~

5 ~~(b) Each five (5) year renewal shall require the completion of:~~

6 ~~1. Two (2) years of experience as a supervisor or coordinator of career and technical~~  
7 ~~education;~~

8 ~~2. Three (3) semester hours of additional graduate credit related to the position of~~  
9 ~~supervisor or coordinator of career and technical education;~~

10 ~~3. Forty two (42) hours of approved training selected from programs approved for the~~  
11 ~~Kentucky Effective Instructional Leadership Training Program.~~

**DRAFT**

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Date

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Cassandra Webb, Chairperson  
Education Professional Standards Board

**DRAFT**

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**PUBLIC HEARING AND PUBLIC COMMENT PERIOD:** A public hearing on this administrative regulation shall be held on Monday, September 30, 2013 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 September 30, 2013. 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 3:080

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 certification requirements for career and technical school education administrator.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to provide notice to individuals seeking certification as a career and technical administrator of the certification requirements.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 161.028(1)(f) authorizes the Education Professional Standards Board (board) to issue and renew certification for professional school personnel in the board.

(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 become a career and technical school administrator.

(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 establishes the certification requirements for career and technical school education principal.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to provide notice to individuals seeking certification as a career and technical principal of the certification requirements.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 161.028(1) authorizes the board to issue and renew certification for professional school personnel in the board. KRS 161.027 specifically requires the board to establish the requirements for the preparation and certification of principals

(d) How the amendment will assist in the effective administration of the statutes: This amendment modernizes the regulation by updating the language used in the regulation and

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removing out-of-date clauses. Additionally, the amendment allows individuals who hold a statement of eligibility or a certificate for Instructional Leadership – Principal, All Grades to serve as a principal in a Kentucky career and technical school.

(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 to serve as a principal in a Kentucky career and technical school.

(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 not be required to take any additional action. The educator preparation programs will need to continue to direct students to this regulation or the Education Professional Standards Board website for current certificate requirements. Educators will need to consult this regulation for information regarding certification.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): There should not be any additional cost to the entities impacted by the regulation.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The educator preparation programs and applicants will be positively affected by the clarifications to the regulation. The districts will be positively affected by an increase in educators who can serve as principals in career and technical schools.

(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.

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(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) NO, tiering does not apply since all candidates are required to meet the same requirements.

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FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

Regulation Number: 16 KAR 3:080  
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, 161.030

(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. There should be no effect on expenditures or revenues.

(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 certification as a career and technical education principal.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item I**

**Action Item:**

Kentucky Teacher Internship Program (KTIP) Appeals

**Applicable Statutes and Regulation:**

KRS 161.030

16 KAR 7:010, Section 8

**Applicable Goal:**

Goal 4: Every credentialed educator participates in a high quality induction into the profession and approved educational advancement programs that support effectiveness in helping all students achieve.

**Issue:**

Should the Education Professional Standards Board approve the recommendations of the Kentucky Teacher Internship Program (KTIP) Appeals Committee?

**Background:**

Pursuant to Section 9 of 16 KAR 7:010, a teacher intern may appeal the decision of the beginning teacher committee. Appeals by teacher interns must be reviewed by a committee of four persons—one teacher, one principal, one teacher educator, and the Executive Director of the EPSB or his/her designee. The Appeals Committee reviews the written appeal by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, any written responses from the members of the beginning teacher committee, and all other relevant information requested by the Appeals Committee.

The Appeals Committee may recommend that the EPSB uphold the final decision of the internship as unsuccessful, not uphold the final decision of the internship as unsuccessful, or nullify the final decision because of procedural errors, allowing the intern two additional opportunities to successfully complete the internship.

The recommendations made by the Appeals Committee will be sent under separate cover. A complete file for each intern will be made available for review at the August Board meeting.

**Alternative Actions:**

1. Approve the Appeals Committee recommendations.
2. Do not approve the Appeals Committee recommendations.

**Staff Recommendation:**

Alternative Action 1

**Rationale:**

The EPSB considers the Appeals Committee's recommendations, reviews the records, and issues a final decision on each case. The Appeals Committee followed proper review procedures under

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the guidance of an EPSB attorney, and the staff believes the recommendations are sound.

**Contact Person:**

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Division of Professional Learning and Assessment  
(502) 564-4606  
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**Date:**

August 5, 2013

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### **16 KAR 7:010. Kentucky Teacher Internship Program.**

RELATES TO: KRS 156.101, 161.028, 161.030, 161.048, 161.095

STATUTORY AUTHORITY: KRS 161.028(1)(a), 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.030(5) requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship. This administrative regulation establishes the requirements for the Kentucky Teacher Internship Program.

Section 8. Appeals. (1)(a) If a Beginning Teacher Committee finds that a teacher intern was unsuccessful, the Education Professional Standards Board shall notify the teacher intern by certified mail to the last known address of the teacher intern.

(b) To appeal the decision, the teacher intern shall file a written notice of appeal within thirty (30) calendar days of the date the written notice of finding of unsuccessful completion of the internship is received by the teacher intern. If the teacher intern fails to maintain a current address with the Education Professional Standards Board or refuses to claim the certified mail, the teacher intern shall file a written notice of appeal within thirty-five (35) days of the date the notice is mailed to the teacher intern's last known address.

(c) If a written notice of appeal is not received within the timeline established in paragraph (b) of this subsection, the Beginning Teacher Committee's decision shall be final.

(2)(a) Appeals by teacher interns shall be reviewed by a committee of four (4) persons. The appeals committee shall include:

1. One (1) teacher;
2. One (1) principal;
3. One (1) teacher educator; and
4. The Executive Director of the Educational Professional Standards Board, or his or her designee.

(b) The appeals committee members shall be chosen from a pool of committee candidates appointed annually by the Education Professional Standards Board.

(c) An appeals committee member shall not take part in a decision in which the member has an interest or is biased.

(3)(a) The appeals committee shall review the written appeal by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, and any written responses from the members of the beginning teacher committee.

(b) The appeals committee shall base its recommendation upon the following requirements:

1. Evidence of the teacher intern's ability to meet the requirements of the Kentucky Teacher Standards;
2. Appropriate documentation of the instructional setting and outside normal working hours spent by the resource teacher in assisting the teacher intern as specified in KRS 161.030(7);
3. Assignment of beginning teacher committee members in accordance with legal requirements;
4. Compliance with the requirements for the timing, content, reporting, and signing of teacher intern performance records, meeting and observation forms, and resource teacher time sheets; and
5. Agreement between teacher intern performance records, professional growth plans, beginning teacher committee meeting reports, the teacher performance assessment, and the final decision of the committee.

(4) The appeals committee shall make a recommendation to the Education Professional Standards Board on the appeal within sixty (60) days following the receipt of the appeal, unless good cause exists for additional time. The Education Professional Standards Board shall issue a final decision in each appeal reviewed by the appeals committee. The Education Professional Standards Board may consider the appeals committee recommendation and the records reviewed by the appeals committee in issuing its decision.

(5) If the decision of the beginning teacher committee is not upheld, the Education Professional Standards Board shall issue the appropriate certificate to the teacher intern.

(6) If the decision of the beginning teacher committee is upheld, the Education Professional Standards Board shall issue another Statement of Eligibility for Internship, unless:

- (a) The teacher intern has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program; or
- (b) The period of validity of the statement of eligibility has expired.

(7) If, during the appeal process, it becomes evident that the beginning teacher committee has committed some procedural violation during the internship which makes it impossible to determine if the teacher intern has in fact been unsuccessful, the Education Professional Standards Board may nullify the internship and allow the teacher intern to repeat the internship without penalty.

(8) If the teacher intern is not satisfied with the decision of the board based on the recommendation of the appeals committee, the teacher intern may request a formal hearing under the provisions of KRS Chapter 13B. The request shall be filed in writing with the Executive Director of the Education Professional Standards Board within fifteen (15) calendar days of the date the board's decision is received by the teacher intern.

(9) In notifying the teacher intern of the board's decision, the Education Professional Standards Board shall send the decision of the board by certified mail to the last known address of the teacher intern. If the teacher intern fails to maintain a current address with the Education Professional Standards Board, or refuses to claim the certified mail, the request for a hearing shall be filed in writing with the Executive Director of the Education Professional Standards Board within (20) calendar days of the date the board's decision is mailed to the teacher intern by certified mail.

Section 9. A teacher intern who has not successfully completed the internship and has exhausted the two (2) year provision for participation in the Kentucky Teacher Internship Program shall not be eligible for a Kentucky teaching certificate under this administrative regulation.

Section 10. A teacher intern serving the internship in Interdisciplinary Early Childhood Education (IECE) shall successfully demonstrate the Kentucky Teacher Standards as adapted to the IECE standards and shall utilize the KTIP IECE Intern Performance Record.

Section 11. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "Confirmation of Employment", November 2004;
- (b) "KTIP Intern Performance Record", March 2008;
- (c) "KTIP IECE Intern Performance Record", March 2008;
- (d) "Record of Teacher Internship Year", March 2008; and

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(e) "Resource Teacher Time Sheet", March 2008.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (22 Ky.R. 1422; Am. 1602; eff. 3-7-96; 25 Ky.R. 129; eff. 9-3-98; 26 Ky.R. 1043; 1557; eff. 2-14-2000; 27 Ky.R. 3158; 28 Ky.R. 380; eff. 8-15-01; Recodified from 704 KAR 20:690, 7-2-02; 30 Ky.R. 372; 902; 1198; eff. 12-1-03; 31 Ky.R. 1868; 32 Ky.R. 40; eff. 8-29-05; 33 Ky.R. 843; 1277; eff. 12-1-06; 34 Ky.R. 2413; 35 Ky.R. 11; eff.8-1-2008; 36 Ky.R. 630; 998; eff. 11-9-2009.)