EPSB

Education Professional Standards Board
Commonwealth of Kentucky

CoOp v2.0 – User Manual
Out-of-State Data Entry Personnel

Document Version 1.0
September 28, 2006

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Overview

In 2000 the Kentucky General Assembly allocated funding for the compensation of cooperating teachers who supervise student teachers. Subsequently, the Education Professional Standards Board (EPSB) promulgated regulation 704 KAR 20:706 (now 16 KAR 5:040) to implement this initiative.

Any Kentucky schoolteacher who is supervising a student teacher for an accredited college or university and who meets the requirements set forth in 16 KAR 5:040 is eligible for compensation from the Commonwealth of Kentucky. State funds awarding the service of cooperating teachers are in addition to, not in place of, any compensation from the teacher education institution.

The EPSB has developed a web-enabled software application to help manage the Cooperating Teacher Payment Program. This application, called CoOp, will enable university data entry personnel, cooperating teachers, college supervisors/coordinators, school principals and EPSB staff to enter, track and retrieve information necessary for regulation compliance and teacher compensation.

CoOp Responsibilities

The CoOp application consists of differing levels of screen access determined by user role assignment. Each user's role(s) in the system directly corresponds to his/her responsibilities in the Cooperating Teacher processes.

EPSB Administrators

Responsibilities include:

- Electronically assign roles to participants
- Assist University Data Entry personnel with building and maintaining their Contacts and Students lists
- Review and approve or deny voucher and eligibility review requests
- Notify participants of program deadlines

University Data Entry

Responsibilities include:

- Building and maintaining a list of Contacts and Students
- Updating Contacts and Students demographic information
- Creating and submitting Assignments for approval

Cooperating Teacher

Responsibilities include:

- Going to the EPSB website and securing a user id and password
- Updating personal information on the EPSB website
- Reviewing and confirming voucher information

Supervisor

Responsibilities include:

- Going to the EPSB website and securing a user id and password
- Reviewing and confirming voucher information

Principal

Responsibilities include:

- Going to the EPSB website and securing a user id and password
- Reviewing and confirming voucher information

Institution Contacts List

'**Contacts**' in the CoOp application refers to individuals who may be assigned a Title such as *Dean, Chair, Data Entry, Cooperating Teacher, Supervisor/Coordinator, etc.*(Most institutions will ONLY be making a Supervisor/Coordinator Contacts List.) Assigning Titles to your *Contacts* is required to perform some functions within the application as well as a means to enable the EPSB to communicate with different groups of participants.

The institution Data Entry person begins building a *Contacts List* by logging into the CoOp application and clicking the '**Contacts**' button.

Build your Contacts List

The '**Import New Contacts**' area will allow you to begin creating a new Contacts List or will allow you to add a *Contact* who has not already been added to an existing *Contacts List*. (In order for a *Contact to show up on the Import New Contacts List, he/she* must have created a Username via the EPSB website http://kyepsb.net/ .)

- Find new **Contacts** associated with your Institution(s)
  (Numbers correspond with numbers on example)

    1. Click on '**Import New Contacts**' to access the *Search* page

    2. Enter a partial or full First and/or Last Name and click '**Search**'

    3. A list of potential *Contacts* will be displayed for your Institution(s). This list is sorted alphabetically by *Name* but may be sorted by any other column by clicking the underlined header

    4. You may view a person's demographic information by clicking on his/her name. However, changes may not be made on this screen. You will be able to make changes when you are on 'Show Contacts'

    5. Place a check mark for each *Contact* you wish to add to your List

    6. Click '**Add Selected.**' The *Contact(s)* are removed from the '**Import New Contacts**' list and are added to your existing *List (*Which is under '**Show Contacts**'). You will be returned to the *Search* page and '**Selected Records Successfully Added to Contacts**' will appear in red

- Find *Contacts* regardless of institution association
  (Numbers correspond with numbers on example)

    1. Click on '**Import New Contacts**' to access the *Search* page

    2. Enter a full social security number in the SSN field and click '**Search**'

    3. The person's record will be listed if he/she is found in the EPSB database

    4. You may view a person's demographic information by clicking on his/her name. However, changes may not be made on this screen. You will be able to make changes when you are on 'Show Contacts'

5. Place a check mark for each Contact you wish to add to your list

6. Click **'Add Selected.'** The *Contact(s)* are removed from the **'Import New Contacts'** list and are added to your existing *List (*Which is under **'Show Contacts')** You will be returned to the *Search* page and **'Selected Records Successfully Added to Contacts'** will appear in red

- Print displayed list
(Numbers correspond with numbers on example)

7. You may print any *Contacts List* displayed on the screen by clicking on the '**Print List**' link at the top of the page

Build your Contacts List - Example

View Contact's Demographics - Example

Print List - Example

Institution Contacts

7.

	NAME	Title	INSTITUTION	Email	City	STATE
1	Abbott, Alicia Langford		University of Kentucky	aa@ky.gov	Louisville	KY
2	Abell3, Ann Darland		University of Kentucky	aletha@ky.gov	Frankfort	KY
3	Abshear, April Dawn		University of Kentucky	aa@Ky.gov	Louisville	KY
4	Adkins, Andrea N		University of Kentucky	Andrea@ky.gov	Shelbyville	KY
5	Aldridge-switzer, Amanda Lea		University of Kentucky	AmandaLea@ky.gov	Frankfort	KY
6	Anderson, Ann		University of Kentucky	Ann@ky.gov	Taylorsville	KY
7	Ansari, Ahmad		University of Kentucky	Ahmad@ky.gov	Hudson	KY
8	Asher, Amy Lynn		University of Kentucky	Amy@ky.gov	Shelbyville	KY

<u>View & Maintain your Contacts List</u>
(Numbers correspond with numbers on example)

- Search for existing *Contacts*

  1. Click on **'Search Contacts'** to access the *Search* page
  2. Enter a partial or full First and/or Last Name OR enter the full SSN and click **'Search'**
  3. A list of your existing *Contacts* is displayed. This list is sorted alphabetically by *Name* but may be sorted in any other column by clicking the underlined header

  Once the list is displayed, you may update a *Contact's* demographic information or remove him/her from your list. You may update a *Contact's* demographic information, by clicking on his/her name.

- View all existing *Contacts*

  Click on **'Show Contacts'** to view a complete list of your existing *Contacts*.

  3. A list of all your existing *Contacts* is displayed. This list is sorted alphabetically by *Name* but may be sorted in any other column by clicking the underlined header

  Once displayed, you may update a *Contact's* demographic information or remove him/her from your list

- Print *Contacts* Listing

  4. You may print any *Contact List* that is displayed on the screen by clicking the 'Print List' link at the top of the page

- Remove *Contacts* from your List

  5. Place a check mark for each *Contact* you wish to remove from your List
  6. Click **'Delete Selected'**. The *Contact(s)* are removed from your existing List and are again accessible in the **'Import New Contacts'** list

- Update *Contacts* Demographic Information

  7. Clicking on an existing *Contact's* name will allow you to view and/or update his/her demographic information
  8. The demographic page contains fields designated with a red asterisk (*****). All of these fields must contain valid information before any changes can be saved. This is where you give a *Title* to each contact—i.e., *Supervisor/Coordinator*.

View & Maintain your Contacts List - Example

4.

1.

2.

'Institution Contacts'

Data Entry

| Contacts |
| Students |
| Assignments |
| Insufficient Experience Report |

○ Show Contacts   ● Search Contacts   ○ Import New Contacts   Print List   Export Email

SSN :

First Name : a

Last Name : a

Search

3.

Showing 4 records.

| 1 |

Name	Title	Institution	Email	City	State	☐
Abbott, Alicia Langford	-	University of Kentucky	aa@ky.gov	Louisville	KY	☐
Abell, Aletha Darland	-	University of Kentucky	aletha@ky.gov	Frankfort	KY	☐
Adkins, Andrea N	-	University of Kentucky				☐
Ansari, Ahmad	Supervisor	University of Kentucky	Ahmad@ky.gov	Hudson	KY	☐

| 1 |

5.

7.

Delete Selected

Enter number of rows to be displayed in each page: 15   Set

6.

Update Contact's Demographics - Example

'Institution Contact Details'

Data Entry

| Contacts |
| Students |
| Assignments |
| Insufficient Experience Report |

8.

Title:

Title: [▼] *

* Fields are mandatory

General Info:

Name: Ahmad Ansari
First Name: Ahmad   *
Middle Name:
Last Name: Ansari   *
Date Of Birth: 06 - 01 - 1947   * (mm-dd-yyyy)
SSN:
Gender: Male ▼
Email: *

7.

Phone Numbers:

Location : (859) 2726237
   *
Location FAX : (   )
Mobile : (   )
Pager : (   )
Mobile FAX : (   )

Addresses:

Work Mailing Address
Address Line 1:   *
Address Line 2:
Zip Code: * -
City, State: ,   Enter a zip to look up city

Institution :

Institution: University of Kentucky ▼ *
Institution Address : University of Kentucky , , Lexington-40506 1, KY , Phone :8592579000

Save Changes   Cancel

Email Contacts

(Numbers correspond with numbers on example)

- Select *Contacts*

    1. Place a check mark for each *Contact* you wish to email

- Retrieve Email Addresses

    2. Click the '<u>Export Email</u>' link at the top of the page.

    3. A window will be displayed with all chosen valid email addresses listed. The email addresses may be copied and then pasted into the '**To:**' line of a new email

Students List

'**Students**' in the CoOp application refers to people who have been admitted into an Institution's Educator Preparation program. Each Non-Kentucky Institution must enter their participating *Students* and their expected areas of certification into the CoOp application before *Assignments* can be created.
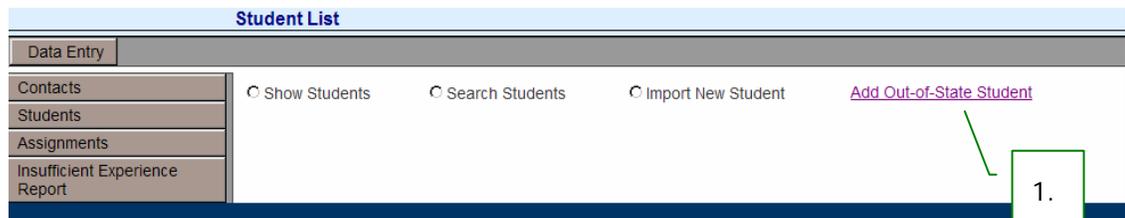
The University Data Entry person begins building a *Students List* by logging into the CoOp application and clicking the '**Students**' button.

Build your Students List

(Numbers correspond with numbers on example)

- Enter new *Students*

    1. Click on '**Add Out-of-State Student**' link to access the blank entry page

    2. Enter the student's demographic information *(required fields are designated by a *)*

    3. Select your Institution from the drop down list

    4. Specify the *Student's* Anticipated Certification(s) by making a selection from the Available Certifications list and clicking the double arrow button

    5. Click '**Save Changes**' to add the new student to your *Student's List*

Out Of State Student

Data Entry

Contacts
Students
Assignments
Insufficient Experience Report

* Fields are mandatory

General Info:

First Name: *
Middle Name:
Last Name: *
Date Of Birth: -   -   * (mm-dd-yyyy)
SSN: *
Gender:
Email: *

2.

Phone Numbers:

Location : ( )
Location FAX : ( )
Mobile : ( )
Pager : ( )
Mobile FAX : ( )

Addresses:

Current Mailing Address
Address Line 1:   *
Address Line 2:
Zip Code: * -
City, State: ,   Enter a zip to look up city

3.

Institution:

Institution: *
School Address :

Certifications :

Available Certifications
K16 - Endorsement For Learning And Behavior Disorders, Grades
K20L - Kentucky Middle School Social Studies Limited, Grades 5
K30L - Kentucky Middle School English Limited, Grades 5-9
K50L - Kentucky Middle School Science Limited, Grades 5-9
K71L - Kentucky Middle School Math Limited, Grades 5-9
K84 - Endorsement For Driver Education, Grades 8-12
KAG - Agriculture, Grades 5 Through 12
KAR - Art, All Grades
KBI - Biological Science, Grades 8 Through 12
KBU - Business And Marketing Education, Grades 5 Through 12
KCD - Exceptional Children--Communication Disorders, Grades P
KCH - Chemistry, Grades 8 Through 12

Anticipated Certification(s)

>>
<<

4.

Save Changes   Cancel

5.

Done   Trusted sites

View & Maintain your Students List
(Numbers correspond with numbers on example)

- Search for existing *Students*

   1. Click on **'Search Students'** to access the *Search* page

   2. Enter a partial or full First and/or Last Name OR enter the full SSN and click **'Search'**

   3. A list of your existing *Students* is displayed. This list is sorted alphabetically by *Name* but may be sorted in any other column by clicking the underlined header

   Once displayed, you may update a *Student's* demographic information or remove him/her from your *List*

- View all existing *Students*

   4. Click on **'Show Students'** to view a complete list of your existing *Students*. This list is sorted alphabetically by *Name* but may be sorted by any other column by clicking the underlined header

   Once displayed, you may update a *Student's* demographic information or remove him/her from your *List*

- Print *Students'* Listing

   5. You may print any *Student List* that is displayed on the screen by clicking the 'Print List' link at the top of the page

- Remove *Students* from your List

   6. Place a check mark for each *Student* you wish to remove from your *List*

   7. Click **'Delete Selected'**. The *Student(s)* are removed from your existing *List* and are again accessible in the **'Import New Student'** list

- Update your *Students'* Demographic and/or Anticipated Certification Information

   8. Clicking on an existing *Student's* name will allow you to view and/or update his/her demographic information

   9. The demographic page contains fields designated with a red asterisk (*). All of these fields must contain valid information before any changes can be saved

   10. You may add or remove Anticipated Certifications by selecting the certification and clicking the double arrow buttons

   11. Click '**Save Changes**' when complete

View & Maintain your Students List - Example

Update Student Demographics - Example

Assignments

Once the University Data Entry person has built a *Contacts List* and a *Students List*, he/she may then create the Cooperating Teacher/Student Teacher assignment.

Create New Assignments

Before *Assignments* can be created, your *Contacts List* must contain at least one *Supervisor/Coordinator*.

An Assignment is created by accessing the 'Assignments' screen, clicking the '**Add New Assignment**' link at the top of the page and selecting and entering information into the four categories as follows:

(Numbers correspond with numbers on example)

1. *Semester*

   - Select a value from the '**Semester**' drop down list

   - The '**Year**' will always default to the current school year but may be changed by choosing a different value from the drop down list

2. *Student/Supervisor*

   - Select the *Institution* you are creating the Assignment for from the '**Institution**' drop down list (This should default to your Institution)

   - The '**Student Teacher**' drop down list is taken from your *Students List* created earlier and is populated according to the Institution chosen, select the *Student Teacher* from this list

   - The '**Supervisor/Coordinator**' drop down list is taken from your *Contacts List* created earlier and is also populated according to the Institution chosen, select the *Supervisor/Coordinator* from this list

3. *Teacher/Principal*

   - Select the school district from the '**District**' drop down list

   - The '**School**' drop down list is populated according to the *District* chosen, select the *School* from this list

   - Enter the social security number of the *Cooperating Teacher* into the '**CoOP Teacher SSN**' field

   - The '**Principal**' drop down list is populated according to the *School* chosen, select the *Principal or Vice-Principal* from this list

4. *Assignments Dates*

- Enter the '**Start**' and '**End**' dates for the *Assignment* into the date fields

- Enter the number of weeks for the *Assignment* into the '**Weeks**' field

5. After all data has been correctly entered, click '**Save & Add Another**' or '**Save & Return Home**' to complete the *Assignment* creation process.

Once the Assignment has been saved, the CoOp application will perform validation on the teacher's certification and experience according to 16 KAR 5:040 Section 2. The application will automatically notify you if requirements have not been met and will provide an opportunity to request an eligibility review.

Submit Request for Review

When saving a new *Assignment*, the CoOp application may notify you that the *Cooperating Teacher* has not met minimum requirements and will allow you to submit an eligibility review request.

(Numbers correspond with numbers on example)

1. Place a check mark in the **'Request Eligibility Review'** box and save the *Assignment*

2. Once saved, this *Assignment* is available to you and the *EPSB Administrator* via the **'Insufficient Experience Report'**
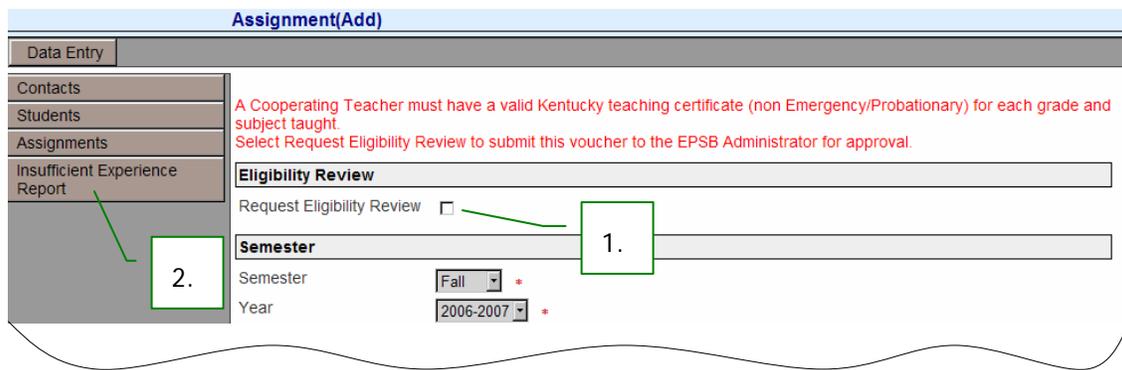
Assignment(Add)	
Data Entry	
Contacts	A Cooperating Teacher must have a valid Kentucky teaching certificate (non Emergency/Probationary) for each grade and subject taught.
Students	Select Request Eligibility Review to submit this voucher to the EPSB Administrator for approval.
Assignments	**Eligibility Review**
Insufficient Experience Report	Request Eligibility Review ☐ 1.
2.	**Semester**
	Semester Fall ▼ *
	Year 2006-2007 ▼ *

All *Assignments*, where the cooperating teacher has failed to meet minimum standards as set forth in 16 KAR 5:040 Section 2, will be contained within the Insufficient Experience Report. This report is only visible to the submitting University Data Entry person and the EPSB Administrators.

Once the EPSB Administrators perform a review and confirm that a teacher's credentials meet the regulation standards, the teacher will appear on the institution's *Assignments* list (see *Insufficient Experience Report* section).

If a teacher's credentials can not be confirmed, the EPSB Administrators will notify your institution to begin the official waiver request according to established procedures. The *Assignment* will remain listed in the *Insufficient Experience Report*.

View & Modify Current Assignments

(Numbers correspond with numbers on example)

- View list of *Assignments*

  1. Login to the CoOp application and click **'Assignments'** to access your list of current *Assignments*

  2. The *Assignments* list may be sorted in any column by clicking on the underlined header

  3. You may edit demographic information for a **'Student'** and/or '**Cooperating Teacher'** by clicking on his/her name

- View *Individual Vouchers*

  4. Click the icon in the **'View'** column to display the payment voucher. If the approval process has begun, the status will also be displayed on the voucher

- Edit or Delete Assignments

  Assignments may not be edited or deleted if they have been marked 'complete' and submitted for approval.

  5. Click the icon in the **'Edit'** column to modify the *Assignment* dates and number of weeks.

  6. Place a check mark on each *Assignment* you wish to delete and click **'Delete Selected'** to remove the *Assignment* and its corresponding payment voucher

- Print *Assignments Listing*

  7. You may print *your Assignments List* that is displayed on the screen by clicking the '**Print List**' link at the top of the page

View & Modify Current Assignments - Example

'Assignments List'

Data Entry

Contacts / Students / Assignments / Insufficient Experience Report

Add New Assignment   Assignments Complete   Print List

Institution : Show All

Showing 20 records.

1 2

Student	Institution	Teacher	School	Begin Date	End Date	Weeks	Status	Edit	View	☐
Saleem , Hassan M	Kentucky State University	Saleem , Hassan M	Calloway County High School	08/24/2001	08/31/2001	1		⚡	⚡	☐
Sam , Marion	Kentucky State University	Salat , Nevonda	Butler County High School	01/01/2000	06/25/20			⚡	⚡	☐
Sanders , Matt R	Kentucky State University	Sanders , Matt R	Adair County High School	06/06/2006	07/06/2006	4		⚡	⚡	☐
Adams , Tashawna N	Kentucky State University	Three , Web K	Franklin County High School	08/01/2006	12/31/2006	5		⚡	⚡	☐
Saleem , Hassan M	Kentucky State University	Mills , Phyllis J	Christian Academy of Lawrenceburg	08/08/2006	12/20/2006	19		⚡	⚡	☐
Sanders , Matt R	Kentucky State University	Mills , Phyllis J	Caldwell County High School	08/08/2006	08/25/2006	2		⚡	⚡	☐

Voucher - Example

Education Professional Standards Board
An Equal Opportunity Employer M/F/D
100 Airport Road, 3rd Floor
Frankfort, KY 40601
502-564-4606 Toll Free 888-598-7667 Fax 502-564-7080

Fall (2006-2007)

Cooperating Teacher Payment Voucher

In compliance with 16 KAR 5:040, cooperating teachers supervising a student teacher for this school year shall be eligible for compensation in recognition of this service. **(State funds awarding the service of cooperating teachers shall not supplement the teacher education institution's compensation responsibility.)** State funds will be sent to each public school district for distribution to individual teachers, and compensation for non-public teachers will be sent directly to them* or their individual schools.

Cooperating Teacher   **SSN**
Mills, Phyllis J

Student Teacher	**Weeks**	**Begin Date**	**End Date**	**Institution**
Ashby, Amber L	11	09/21/2006	11/15/2006	University of Kentucky (KY)

Principal   **Supervisor**
Clifford, Brian D   Super, Super1

School   **School Address**
Park City Elementary School (Barren County)   45 Indian Mill Rd , , Park City-42160 , KY , Phone :2707495665 Fax :2707495074

| Status	Reason	Signed Off On	Signed Off By
CoOp Teacher has Signed Off.	Completed Successfully	8/22/2006 5:14:43 PM	Mills, Phyllis J
Supervisor has Signed Off	Completed Successfully	8/22/2006 5:16:05 PM	Super, Super1
Principal has Signed Off.	Completed Successfully	8/22/2006 5:15:17 PM	Clifford, Brian D

Submit Assignments for Approval

When the *University Data Entry person* has completed all *Assignments*, he/she must verify assignment completion to begin the approval process.

Assignments may not be edited or deleted once they have been verified '**complete**' and submitted for approval.

(Numbers correspond with numbers on example)

1. Login to the CoOp application and click '**Assignments**' to access your list of current *Assignments*

2. Click the 'Assignments Complete' link at the top of this page to display the verification screen
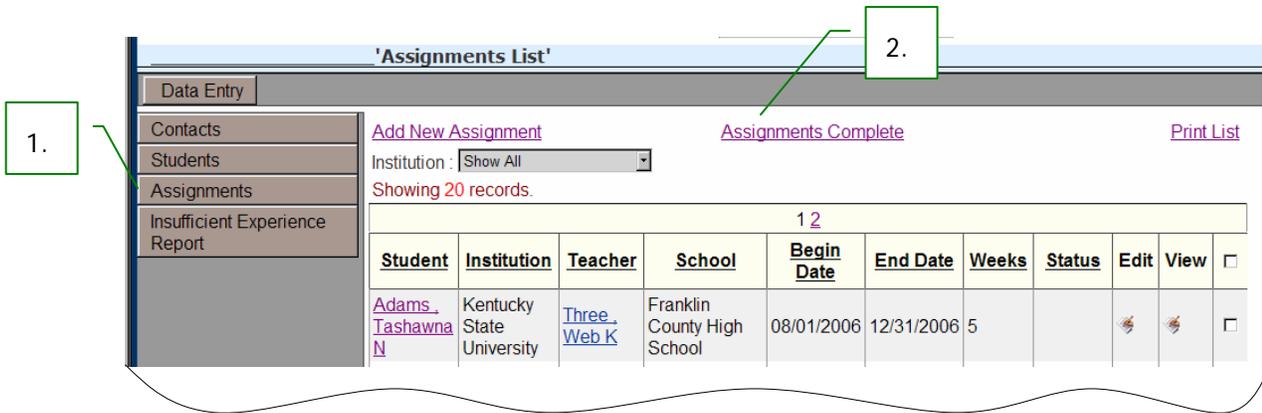
3. Place a check mark in the box to verify that all *Assignments* have been entered
4. Place a check mark in the box for the Institution(s) where you have completed *Assignments*
5. Click '**Confirm**' to begin the *Voucher Approval Process*
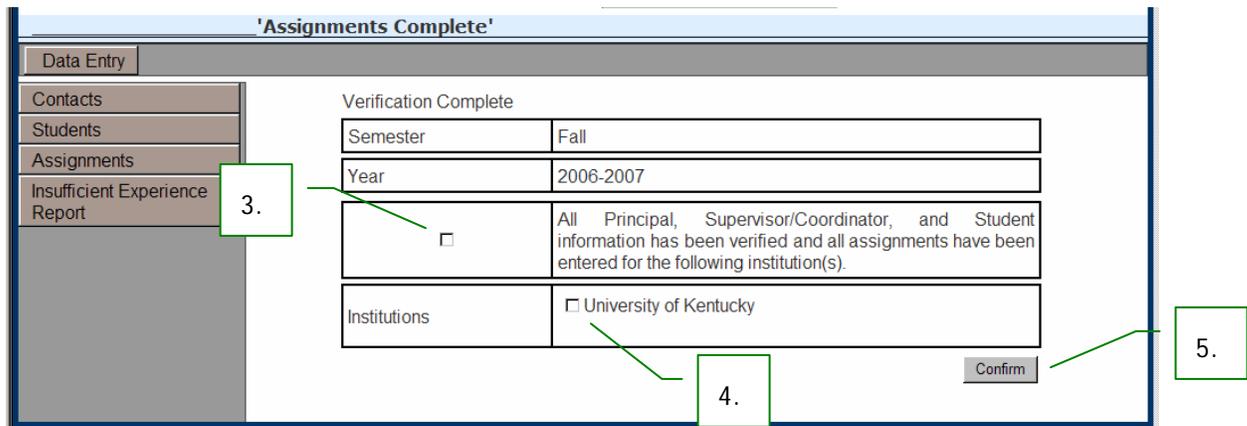
Insufficient Experience Report

All *Assignments*, where the cooperating teacher has failed to meet minimum standards as set forth in 16 KAR 5:040 Section 2, will be contained within the Insufficient Experience Report. This report is only visible to the submitting University Data Entry person and the EPSB Administrators.

View & Modify Requests
(Numbers correspond with numbers on example)

- View list of *Review Requests*

    1. Login to the CoOp application and click **'Insufficient Experience Report'** to access your list of current *Assignments* submitted for an eligibility review

    2. This report may be sorted by any column by clicking on the underlined header

    3. You may edit demographic information for a **'Student'** and/or **'Cooperating Teacher'** by clicking on his/her name

- View *Individual Vouchers*

    4. Click the icon in the **'View'** column to display the payment voucher

- Edit or Delete *Review Requests*

    Review Requests may not be edited or deleted if they have been marked 'complete' and submitted for approval.

    5. Click the icon in the **'Edit'** column to modify the *Assignment* dates and number of weeks.

    6. Place a check mark on each *Assignment* you wish to delete and click **'Delete Selected'** to remove the *Assignment* and its corresponding payment voucher

- Print *Insufficient Experience Report*

    7. You may print your report by clicking the '**Print List**' link at the top of the page

View & Modify Requests - Example

Voucher - Example

Voucher Approval Process

After the University Data Entry person has verified that his/her assignments are complete, the *Voucher Approval Process begins*. The CoOp application automatically generates an email notification to the EPSB Administrators, and the *Voucher List* is made available to the following participants in the order listed:

(Numbers correspond with numbers on example)
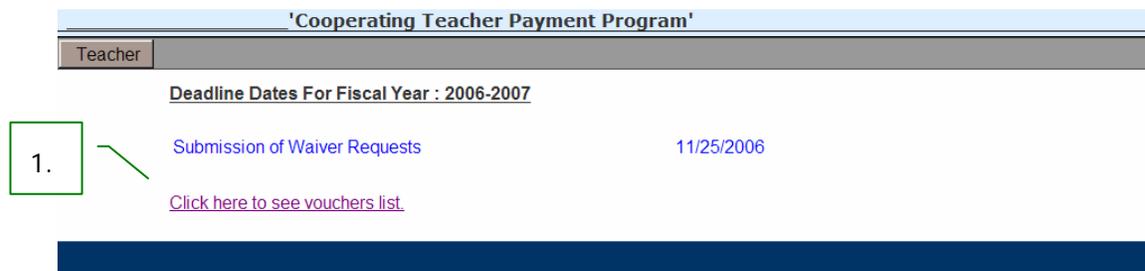
Approval Path

- CoOp Teacher
- Principal
- Supervisor/Coordinator
- EPSB Administrators

Once all *Vouchers* have progressed through the Approval Process, the EPSB may process payments.

View Voucher List

The process of logging into the Coop Application and '**Signing Vouchers**' is the same for all *Approvers*.

1. Login to the CoOp application and click '**Click here to see vouchers list.**' link to view the vouchers awaiting approval

'Cooperating Teacher Payment Program'

Teacher

Deadline Dates For Fiscal Year : 2006-2007

1.   Submission of Waiver Requests   11/25/2006

Click here to see vouchers list.

Approve Vouchers

After viewing his/her *Voucher List*, each *Approver* will approve the *Vouchers* in the following manner:

2. Click the icon under the '**Sign**' column to display the individual voucher
3. Review the voucher for correctness and either approve or deny by selecting the appropriate radio button
4. Note a reason by making a selection from the '**Reason**' drop down list
5. Click '**Sign Digitally**' to complete the process

Voucher List - Example

Voucher Signoff - Example

Help and Application Support

Login and Online Help

- EPSB website
  - http://www.kyepsb.net/

- Create an EPSB Login
  - https://wd.kyepsb.net/EPSB.WebApps/Profile/Register/self_register.aspx

- Send an email to the EPSB Helpdesk
  - EPSBHelp@ky.gov

- Online help from EPSB
  - http://www.kyepsb.net/help/index.asp

CoOp Program Help

- Send an email to the CoOp Program Administrators
  - EPSB.CoOp@ky.gov

- Contact CoOp Program Administrators at 502-564-4606
  - Sandra Stanley, ext. 232
  - Carol Martin, ext. 269

- Mail documents to;
  - Education Professional Standards Board
    Attn: Sandra Stanley
    100 Airport Road, 3rd Floor
    Frankfort, KY 40601

Admissions/Exit Contacts - Kentucky

- **Alice Lloyd College** – 100 Purpose Road, Pippa Passes, KY 41844
  - ➢ Phone: 606-368-6003
  - ➢ Rosalind McGee, RosalindMcGee@alc.edu

- **Asbury College** – 1 Macklem Drive, Wilmore, KY 40390-1198
  - ➢ Phone: 859-858-3511
  - ➢ Admissions - Nancy Fellows, ext. 2223, Nancy.Fellows@Asbury.edu
  - ➢ Exit – Melanie Kinnell, ext. 2304

- **Bellarmine University** – 2001 Newburg Road, Louisville, KY 40205-0671
  - ➢ Phone: 502-452-8037
  - ➢ Pam Deskins, EDeskins@Bellarmine.edu

- **Berea College** – CPO 2317, Berea, KY 40404-0002
  - ➢ Phone: 859-985-3072
  - ➢ Lisa Rosenbarker, Lisa_Rosenbarker@Berea.edu

- **Brescia University** – 717 Frederica Street, Owensboro, KY 42301-2298
  - ➢ Phone: 270-686-4230
  - ➢ Mary Alice Wethington, MaryW@Brescia.edu

- **Campbellsville University** – 1 University Drive, Campbellsville, KY 42718
  - ➢ Phone: 270-789-5156
  - ➢ Leigh Sullivan, LJSullivan@Campbellsville.edu

- **Centre College** – 600 West Walnut Street, Danville, KY 40422-1394
  - ➢ Phone: 859-238-5308
  - ➢ Donna Plummer, Plummer@Centre.edu

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