

1 EDUCATION AND WORKFORCE DEVELOPMENT CABINET

2 Education Professional Standards Board

3 (New Administrative Regulation)

4 **16 KAR 3:090. Certifications for Advanced Educational Leaders**

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

6 STATUTORY AUTHORITY: KRS 161.027, 161.028, 161.030

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 requires that a teacher or
8 other professional school personnel hold a certificate of legal qualification for the respective po-
9 sition to be issued upon completion of a program of preparation prescribed by the Education Pro-
10 fessional Standards Board. An educator preparation provider shall be approved for offering the
11 preparation program corresponding to a particular certificate on the basis of standards and proce-
12 dures established by the Education Professional Standards Board. This administrative regulation
13 establishes the preparation and certification programs for all advanced educational leaders.

14 **Section 1. Definitions.**

15 (1) "Advanced Educational Leader" means school principal, school superintendent, director
16 of special education, instructional supervisor, or director of pupil personnel.

17 (2) "Level I" means the standards-based program of studies designed for minimal preparation
18 to serve in the specific Advanced Educational Leader position.

19 (3) "Level II" means the standards-based program of studies to attain the first five (5) year re-
20 newal of the certificate for the specific Advanced Educational Leader position.

21 (4) "Qualified applicant" means an applicant who holds the appropriate certification for the

1 position unless the superintendent of the employing school district has documented evidence that
2 the applicant is unsuitable for appointment.

3 **Section 2. Programs of Preparation for Advanced Educational Leaders.** (1) Prerequisites
4 for admission for all programs of preparation for Advanced Educational Leadership certifications
5 shall include:

6 (a) Qualifications for a Kentucky teaching certificate;

7 (b) Admission to the preparation program on the basis of criteria developed by the Educator
8 Preparation Provider pursuant to 16 KAR 5:010;

9 (c) Rank II; and

10 (d) Completion of at least three years of full-time, documented teaching experience in a public
11 school or a nonpublic school which meets the state performance standards as established in KRS
12 156.160 or which has been accredited by a regional or national accrediting association.

13 (2) Preparation programs for Advanced Educational Leaders shall be consistent with the Pro-
14 fessional Standards for Educational Leadership.

15 **Section 3. Assessment Prerequisites for Advanced Educational Leaders.** (1) An applicant
16 for certification for advanced educational leadership, or a career and technical school principal,
17 shall attain the specified minimum score on the School Leadership Licensure Assessment.

18 (2) The Education Professional Standards Board shall determine the specified minimum score
19 for the School Leadership Licensure Assessment.

20 (3) The Education Professional Standards Board shall specify the passing score for Advanced
21 Educational Leaders on the School Leadership Licensure Assessment. The order shall be posted
22 to the website for the Education Professional Standards Board.

23 (4) An applicant for certification for advanced educational leadership, or a career and tech-

1 nical school principal, shall only be required to pass the School Leadership and Licensure As-
2 sessment once. The applicant shall not be required to pass the assessment if they pursue addi-
3 tional certification for advanced educational leadership or career and technical school principal.

4 **Section 4. Level I and Level II Certification.** (1)The initial professional certificate for all
5 Advanced Educational Leaders, with the exception of School Superintendent, shall be Level I
6 certification.

7 (2) Application for the professional certificate for the specific Advanced Educational Leader
8 certification shall be made on a Form CA-1.

9 (3) The initial professional certification for the specific Advanced Educational Leader shall
10 be:

11 (a) Issued for a duration of five (5) years upon the successful completion of a Level I program
12 approved by the Education Professional Standards Board pursuant to 16 KAR 5:010; and

13 (b) Renewed subsequently for five (5) year periods.

14 1. The first renewal shall require the completion of a Level II program approved by the
15 Education Professional Standards Board pursuant to 16 KAR 5:010.

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

17 a. Two (2) years of experience in the corresponding Advanced Educational Leader posi-
18 tion;

19 b. Three (3) semester hours of additional graduate credit or the equivalent related to the
20 corresponding Advanced Educational Leader position; or

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

23 (4) If a lapse in certification occurs for lack of completion of the Level II preparation, the cer-

1 tification may be reissued for a five (5) year period upon successful completion of the Level II
2 preparation.

3 (5) If a lapse in Level II certification occurs for lack of completion of the renewal require-
4 ments, the certificate may be reissued after the completion of an additional six (6) semester hours
5 of graduate study or the equivalent appropriate to the program.

6 (6) Graduate level credit earned in the Level I and Level II preparation programs may be eli-
7 gible for consideration of Rank I classification pursuant to 16 KAR 8:010, "Plan I" or "Plan II".

8 **Section 5. School Superintendent.** (1) In addition to the requirements of Section 2 of this
9 regulation, prerequisites for admission to the program of preparation for Advanced Educational
10 Leadership-School Superintendent shall include:

11 (a) Except as provided in paragraph b of this subsection completion of the Levels I and II
12 preparation and certification for the position of school principal, or supervisor of instruction; or

13 (b) For a candidate who completed preparation for principal prior to 1988, completion of the
14 assessments for administration.

15 (2) Each accredited educator preparation provider shall have a formal application procedure
16 for admission to a superintendent preparation program, which shall include the following:

17 (a) A written letter of recommendation from a supervisor or an education agency representa-
18 tive attesting to the applicant's suitability for school leader;

19 (b) An admissions portfolio which documents that the applicant demonstrates the following:

20 1. The ability to improve student achievement;

21 2. Knowledge of school laws related to school finance, school operations, and personnel mat-
22 ters;

23 3. The ability to implement curriculum, instruction, and assessment;

- 1 4. A commitment to ongoing professional growth;
- 2 5. Effective communication skills; and
- 3 6. The ability to build relationships, foster teamwork, and develop networks; and
- 4 (c) Proof the applicant has completed a master's degree program.
- 5 (3) Each superintendent preparation program shall utilize a clinical model which requires
- 6 candidates to:
- 7 (a) Work in diverse school and district central office settings; and
- 8 (b) Solve problems based on the school district's needs;
- 9 (c) Develop a mentoring plan for each candidate; and
- 10 (d) Design a method to assess the effectiveness of a candidate's clinical experience.
- 11 (4) A superintendent preparation program shall require all candidates to complete a capstone
- 12 project to be presented to a panel of program faculty and practicing school administrators prior to
- 13 completion of the program.
- 14 (5) The professional certificate for Advanced Educational Leader- School Superintendent
- 15 shall be issued to an applicant who has completed:
- 16 (a) An approved program of preparation, as required by this administrative regulation and
- 17 pursuant to 16 KAR 5:010;
- 18 (b) The assessment requirements in Section 3 of this regulation; and
- 19 (c) At least two (2) years of experience in a position of school principal, supervisor of instruc-
- 20 tion, guidance counselor, director of pupil personnel, director of special education, school busi-
- 21 ness administrator, local district coordinator of vocational education, or a coordinator, adminis-
- 22 trator, or supervisor of district-wide services. Other administrative experience may be substituted
- 23 for this requirement with the approval of the Education Professional Standards Board.

1 (6) Application for the professional certificate for Advanced Educational Leader- School Su-
2 perintendent shall be made on a Form CA-1.

3 (7) The professional certificate for Advanced Educational Leader- School Superintendent
4 shall be valid for the position of school superintendent or assistant superintendent.

5 **Section (6) Supervisor of Instruction.** The professional certificate for Advanced Education-
6 al Leader- Supervisor of Instruction shall be issued in accordance with Section 4 of this regula-
7 tion to an applicant who has completed the approved program of preparation, which corresponds
8 to the certificate at an educator preparation provider approved under the standards and proce-
9 dures established in 16 KAR 5:010 and Section 2 of this regulation, and obtained at least the
10 minimum passing score on the School Leadership Licensure Assessment.

11 **Section (7) Director of Pupil Personnel.** (1) The professional certificate for Advanced Edu-
12 cational Leader- Director of Pupil Personnel Services shall be issued in accordance with Section
13 4 of this regulation to an applicant who has completed the approved program of preparation
14 which corresponds to the certificate at an educator preparation provider approved under the
15 standards and procedures established in 16 KAR 5:010 and Section 2 of this regulation, and ob-
16 tained at least the minimum passing score on the School Leadership Licensure Assessment.

17 (2) If a qualified applicant for director of pupil personnel services is not available as attested
18 by the local school superintendent, the superintendent, on behalf of the local board of education,
19 may request a one (1) year probationary certificate for a director of pupil personnel services who
20 has:

21 (a) A valid Kentucky classroom teaching certificate;

22 (b) A Rank II;

23 (c) Three (3) years of successful teaching experience; and

1 (d) Been admitted to the preparation program for the professional certificate for Advanced
2 Educational Leader- Director of Pupil Personnel Services.

3 (3) Application for the one (1) year probationary certificate for a director of pupil personnel
4 services shall be made on Form CA-40.

5 (4) Each annual renewal of the probationary certificate for director of pupil personnel services
6 shall require completion of an additional nine (9) semester hours selected from the approved
7 program.

8 **Section (8) Director of Special Education.** (1) The professional certificate for Advanced
9 Educational Leader- Director of Special Education shall be issued in accordance with Section 4
10 of this regulation to an applicant who has completed the approved program of preparation which
11 corresponds to the certificate at an educator preparation provider approved under the standards
12 and procedures established in 16 KAR 5:010 and Section 2 of this regulation, and obtained at
13 least the minimum passing score on the School Leadership Licensure Assessment.

14 (2) The candidate may have three (3) years of full-time experience as a school psychologist,
15 but shall have a minimum of one (1) year as a teacher of exceptional children or school psy-
16 chologist to meet the requirements of Section 2(1)(a).

17 (3) The candidate may qualify for a Kentucky school psychologist certificate in lieu of the re-
18 quirements of Section 2(1)(a).

19 (4) Each person whose job description includes supervising, directing, administering, or coor-
20 dinating special education programs, at the district-wide level shall be required to hold:

21 (a) Endorsement for director of special education;

22 (b) Professional certificate for director of special education;

23 (c) Endorsement for supervisor of special education;

- 1 (d) Endorsement for teacher consultant for special education;
- 2 (e) Certificate valid for supervisor of instruction for persons serving in that position on July
- 3 14, 1992, as provided by KRS 157.250; or
- 4 (f) Valid certificate possessing the code ADSE for approval of director of special education.

5 (5) If a qualified applicant is not available for the position of director of special education, the
6 superintendent on behalf of the local board of education may request a professional certificate for
7 director of special education for a two (2) year period for an applicant who has:

- 8 (a) A valid Kentucky certificate for teachers of exceptional children;
- 9 (b) A Rank II;
- 10 (c) Three (3) years of full-time experience teaching exceptional children;
- 11 (d) Completed a course in special and regular education case law; and
- 12 (e) Been admitted to the preparation program for the professional certificate for director of
- 13 special education.

14 (6) Application for the two (2) year certificate for a director of special education shall be
15 made on Form CA-28.

16 (7) The applicant shall complete the total curriculum for the professional certificate for direc-
17 tor of special education by September 1 of the year of expiration.

18 **Section (9) Principal.** (1) In addition to the requirements of Section 2 of this regulation, pre-
19 requisites for admission to the program of preparation for Advanced Educational Leadership-
20 School Principal shall include:

- 21 (a) A written statement documenting the candidate's skills and understanding in the following
- 22 areas:
 - 23 1. Ability to improve student achievement;

- 1 2. Leadership; and
- 2 3. Advanced knowledge of curriculum, instruction, and assessment; and

3 (b) An agreement from a school district pledging support that includes opportunities for the
4 candidate to participate in a clinical experience. The agreement shall include:

- 5 1. A description of how the district will provide opportunities for the candidate:
 - 6 a. To observe school and district leadership; and
 - 7 b. To participate in school and district leadership activities;
- 8 2. Confirmation that the candidate shall be permitted to utilize aggregated school and district
9 information and data; and
- 10 3. The signature of the district superintendent or the district superintendent’s designee.

11 (2) Candidates who have not obtained their Rank II may be admitted to the program of prepa-
12 ration for Advanced Educational Leadership-School Principal if the educator preparation provid-
13 er determines that the candidate has met all other requirements for admission.

14 (3) In addition to the requirements established in 16 KAR 5:010, Section 22, the educator
15 preparation provider shall prepare and submit to the Education Professional Standards Board for
16 each principal preparation program for which the provider is seeking approval program review
17 documents which meet the submission requirements and include the following documented in-
18 formation:

- 19 (a) Signed collaborative agreements with school districts that include the following:
 - 20 1. Joint screening of principal candidates by both district and university;
 - 21 2. Joint identification of potential program leaders and mentors;
 - 22 3. District and university co-design and co-delivery of courses; and
 - 23 4. The manner in which the principal preparation program is based on the identified leader-

1 ship needs of each district;

2 (b) The protocol for screening applicants that ensures the identification and admission of can-
3 didates into the program;

4 (c) A matrix that illustrates the alignment between the standards identified in Section 2 of this
5 regulation and the program's curriculum and clinical experiences;

6 (d) A syllabus for each of the program's required courses identified in the documentation re-
7 quired by paragraph (c) of this subsection;

8 (e) The program's plan to collaborate with each district in providing clinical experiences that:

9 1. Enhance courses throughout the entire program;

10 2. Ensure that the candidate has a continuum of school-based experiences that range from ob-
11 serving, to participating, to leading; and

12 3. Expose the candidate to diverse student populations and school environments;

13 (f) The program's plan to use rigorous formative and summative evaluations of each candi-
14 date's:

15 1. Knowledge and skills to advocate, nurture, and sustain a school culture that promotes and
16 supports high levels of learning for all students; and

17 2. Knowledge and skills to manage a school for efficiency, accountability, and safety; and

18 (g) The program's plan to require all candidates to conduct a capstone project and defend it to
19 a panel of program faculty and practicing school administrators at the end of Level I preparation.

20 (4) A statement of eligibility for internship for the provisional certificate for Advanced Educa-
21 tional Leader- School Principal shall be issued for a five (5) year period to an applicant who:

22 (a) Has successfully completed an approved program of preparation;

23 (b) Has three (3) years of full-time teaching experience; and

1 (c) Has successfully completed the appropriate assessment requirements in Secion3 of this
2 regulation or qualifies for a one (1) year period for completion of assessments under KRS
3 161.027(6).

4 (5) Application for a Statement of Eligibility shall be made on Form CA-1.

5 (6) A request for renewal of the Statement of Eligibility pursuant to KRS 161.027(7) shall be
6 made on Form CA-2, incorporated by reference in 16 KAR 4:060.

7 (7) The professional certificate for Advanced Educational Leader- School Principal shall be
8 issued upon successful completion of the principal internship as provided in KRS 161.027 and
9 16 KAR 7:020.

10 (8) The provisional or professional certificate for Advanced Educational Leader-School Prin-
11 cipal shall be valid for the position of school principal or school assistant principal for all grade
12 levels.

13 **Section (10) Incorporation by Reference.** (1) The following material is incorporated by ref-
14 erence:

15 (a) Professional Standards for Educational Leaders;

16 (b) Form CA-1, 10/18, Education Professional Standards Board;

17 (c) Form CA-2, 10/18, Education Professional Standards Board;

18 (d) Form CA-28, 12/18, Education Professional Standards Board; and

19 (e) Form CA-40, 12/18, Education Professional Standards Board.

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