

Kentucky's Continuing Education Option Program (CEO)

“Continuous growth over time that significantly impacts student learning”

Purpose of CEO

- Candidates develop skills that positively impact students at all levels of learning.
- Candidates develop and implement effective instructional units based on action research.
- Candidates demonstrate leadership by designing and implementing a leadership project.
- Candidates participate in a minimum of 6 graduate credit hours.
- Candidates obtain either a Rank 2 or Rank 1 upon successful completion of a job-embedded professional development plan.

CEO Phases

The CEO is developed through four phases over a period of a minimum of 18 months to 4 years:

Phase 1: Job-Embedded Professional Development
Plan

Phase 2: Content Reading and Research

Phase 3: Classroom Implementation and Student
Assessment

Phase 4: Professional Demonstration and Publication

Steps of the CEO

1. Complete the CEO Orientation with a CEO sponsor.
2. Complete questionnaire “Am I a Good Candidate for the CEO?” at
<http://www.epsb.ky.gov/mod/data/view.php?d=6&rid=51&filter=1>
3. Submit a copy of the completed questionnaire and \$1,100 certified check or money order to CEO sponsor.
4. Submit CEO application and \$150 course fee to the EPSB made payable to the Kentucky State Treasurer. (certified check or money order only)

Steps of the CEO

5. Submit application and \$150 fee to the EPSB made payable to the KY State Treasurer (certified check or money order only).
6. Complete all lessons and assignments at <http://www.epsb.ky.gov/course/view.php?id=12> .
7. Complete all cohort sessions as recommended by the assigned CEO coach.
8. Submit a CEO Plan with \$455 scoring fee to the EPSB made payable to the Kentucky State Treasurer (certified check or money order only).

Steps of the CEO

9. Must receive the CEO Plan results provided to the EPSB by the external scoring team.
 - *If successful begin working on the CEO Plan components for the next Phases.
 - *If unsuccessful complete necessary components and resubmit with \$50 rescoring fee.
10. Utilize coach and sponsor for 18 months.
11. Complete Phases 2 – 4.
12. Deliver the CEO Portfolio and \$1,400 scoring fee to the EPSB between 18 months and 4 years by defined submission dates (certified check or money order made payable to the KY State Treasurer).

Total Expected Expenses

- \$1,100 sponsor fee
- \$150 course fee
- \$455 CEO Plan Fee
- \$1,400 CEO Portfolio Fee
- Graduate Courses fees (established by university)

(All fees are non-refundable)

Additional Fees

- CEO Plan rescore fee: \$50
- CEO Portfolio rescoring fee: \$140 per standard

(All fees are non-refundable)

Phase 1: Job-Embedded Professional Development Plan

- Focuses on a professional growth need identified by the teacher with considerations given to the school's growth plan, student assessment results, and community resources.
- Within the plan the teacher develops the various components of the CEO:
 - Goals and objectives
 - Vision
 - Action Research/Instructional Unit
 - Leadership Project Plan
 - Graduate Courses Plan

Phase 1 (cont.)

- Complete all nine lessons located at <http://www.epsb.ky.gov/course/view.php?id=12> .
- Submit a copy of the CEO Plan for external scoring.
- Receive determination by CEO scoring team if ready to begin implementation. Candidate does not begin until he/she receives this verification. Collect portfolio artifacts.
- Write formal reflections.

(Successful completion of Phase 1 results in the first five-year certificate renewal for Rank 2.)

Lessons in Phase 1

- Welcome
- Lesson 1: Developing a CEO Vision
- Lesson 2: Developing Profiles and Supported Needs Statements
- Lesson 3: Developing CEO Goals and Objectives
- Lesson 4: CEO Artifact Collector/Leadership Project

Phase 1 Lessons (cont.)

- Lesson 5: Identifying Appropriate Professional Development
- Lesson 6: Sequencing and Summarizing the CEO
- Lesson 7: Designing Instructional Units/Action Research
- Lesson 8: The CEO Plan Rubric and Self-Scoring Process
- Lesson 9: Understanding Portfolio Design

Welcome

- Provides an overview of the entire CEO Process.

Lesson 1 Objectives

- Determine instructional growth needs and current proficiency levels in the three following areas:
 1. instructional content,
 2. instructional strategy, and
 3. leadership skills.
- Complete the Self-Assessment Questionnaire to identify growth needs and areas of proficiency.
- Establish a CEO vision by summarizing the projected impact of your CEO Plan on classroom teaching and student learning.
- Examine the CEO Plan Rubric.

Lesson 2 Objectives

- List and describe the three types of profiles (teacher, school, and community) utilizing demographic research data.
- Utilize measurable data to identify and develop school needs in instructional content, instructional strategies, and leadership skills.
- Identify and develop teacher needs in instructional content, instructional strategies, and leadership skills by aligning these needs to your CEO vision.

Lesson 2 Objectives (cont.)

- Develop needs statements connecting the three teacher and school instructional needs.
- Identify a leadership project based upon established needs of the students/school/district.
- Identify graduate courses that best align with the CEO Plan.

Lesson 3 Objectives

- Develop one goal statement for each of the three CEO areas of Instructional Content, Instructional Strategies, and Leadership Skills.
- Develop teacher and student objectives that correlate with each of the goal statements. The goal statements should be based on the needs you determined for each of the three CEO areas.

Lesson 4 Objectives

- Describe the purpose of the CEO Portfolio Rubric.
- Begin collecting evidence and/or artifacts that align to the Kentucky Teacher Standards Advanced-Level Performances.
- Establish a plan for your Leadership Project.

Lesson 5 Objectives

- Identify the four levels of professional development (PD) in education.
- Define high-quality PD activities based on state and federal criteria.
- Create a spreadsheet of specific PD resources and/or activities that reflect your CEO Plan.

Lesson 6 Objectives

- Establish a realistic time line of professional development activities.
- Describe how the CEO Plan addresses the identified needs of the three required CEO areas of Instructional Content, Instructional Strategies, and Leadership Skills.
- Summarize how your CEO Plan's activities impact student learning.

Lesson 7 Objectives

- Define types of research.
- Use research design for comparison data.
- Distinguish between educational research and action research.
- Demonstrate ability to utilize a variety of professional resources and online research tools.
- Demonstrate the implementation of a literature review.

Lesson 7 Objectives (cont.)

- Design instructional units that are based on action research.
- Develop instructional units and gather data that improves instructional practice.
- Connect your instructional units to the goals and objectives you have established for the CEO.

Lesson 8 Objectives

- Review and revise current pieces of the CEO Plan.
- Organize the completed pieces of the CEO Plan into Binder 1.
- Gather supported documents and organize into the CEO Plan Appendix.
- Utilize the CEO Plan Rubric to self-score the CEO Plan.
- Review the submission dates for the CEO Plan based on the EPSB Fee Schedule and Scoring Time Line located at .
<http://www.epsb.ky.gov/mod/data/view.php?d=6&rid=53&filter=1>

Lesson 9 Objectives

- Review the CEO completion process.
- Submit your CEO Plan to your coach for review and signature.
- Submit your CEO Plan to the EPSB for external scoring.
- Understand requirements of Phases II, III, and IV.
- Be able to organize each binder of the CEO Portfolio.

Lesson 9 Objectives (cont.)

- Utilize the CEO template to select and locate artifacts.
- Produce effective electronic presentations of CEO activities.
- Utilize the appropriate lesson plan format.
- Provide reflective documents of teacher and student growth.

CEO Resources

All lessons contain the following:

- Templates that must be used for all assignments
- Samples and exemplars of work to be completed
- Links to other resources from which to gather data
- Directions on saving and submitting your assignments to your coach

CEO Resources

- CEO Coach provides 18 months of mentoring and support for candidates who apply with a cohort sponsor.
- Coaches provide directions and guidance on developing the CEO Plan and Portfolio and suggestions for effective implementation.
- Coaches do not guarantee successful completion. They review and provide direction. The candidate is responsible for professional, comprehensive submissions in both the CEO Plan and Portfolio.

Phase 2: Content Reading and Research

- Complete a literature search in the identified content area.
- Develop an action research proposal.
- Design instructional units based on the proposal.
- Participate in cohort meetings.
- Utilize on-line resources.
- Collect portfolio artifacts.
- Write formal reflections.

Phase 3: Classroom Implementation and Student Assessment

- Implement the instructional unit.
- Reflect on and refine the unit based upon student achievement data.
- Collect portfolio artifacts.
- Write formal reflections.
- Complete graduate courses and the leadership project.

Phase 4: Professional Demonstration and Publication

- Present publicly the outcomes of the CEO Plan: action research, the instructional unit(s), and the leadership project.
- Provide evidence of all components of Phases 1 through 4.
- Collect portfolio artifacts.
- Write formal reflections.
- Prepare the CEO Portfolio.
- Submit the portfolio for scoring.

CEO Portfolio

Three Binders

The CEO Portfolio

Binder 1

- Abstract of goals and major activities completed by the teacher and students
- Original CEO Plan with revisions that explain changes made during implementation
- Artifact checklist linking evidence to appropriate teaching standards
- Videotape/CD providing evidence of professional growth throughout the CEO process

The CEO Portfolio

Binder 2

- Leadership Project and results
- Instructional unit templates and supporting documents
- Artifacts (newly developed unit and lesson plans, assessments, student activities, and work samples) demonstrating how new skills were applied
- Evidence of acquired skills listed on the Professional Development Activities Time Line
- Evidence of the use of state and national assessment data in planning
- Evidence of improved assessment results due to instruction
- Professional demonstration materials and video
- Six Objective Narratives

The CEO Portfolio

Binder 3 (Reflective Journal)

The journal contains reflections that focus on educational growth that includes

- the impact of instruction on student learning,
- samples from all phases of the CEO process,
- evidence of professional growth over time, and
- plans to continue with professional activities.

CEO Graduate Courses

The required 6 graduate credit hours must closely align to the CEO Plan and content area. Candidates must earn a 3.0 GPA.

Suggestions for courses include:

- Research
- Differentiated Instruction
- Engagement of Students
- Professional Learning Communities
- Content Specific Courses
- Teacher as Leader

Graduate Degree Resources

- All graduate courses must comply with EPSB's policies regarding graduate work. Visit our website for EPSB approved state programs. <http://www.epsb.ky.gov/mod/data/view.php?id=126>
- Candidates are responsible for ensuring out-of-state (including online courses) meet EPSB requirements. Because there are thousands of such programs, EPSB staff will not make recommendations about programs and courses.

CEO Templates

- Throughout the CEO process the candidate must use the templates provided on-line at <http://www.epsb.ky.gov/course/view.php?id=12>.
- These templates shall be used to gather artifacts demonstrating success on each of the Kentucky Teacher Standards.

CEO Plan Scoring Process

- CEO Plan Scoring Rubric
- External Scoring Team: Double-Blind Scoring
- Scoring cadre: university professors, school administrators, and experienced teachers trained by EPSB
- Plans submitted based on the EPSB Fee Schedule and Scoring Time Line at <http://www.epsb.ky.gov/mod/data/view.php?d=6&rid=53&filter=1>
- Written notification from the EPSB of scoring outcome
- Resubmission of unsuccessful plans during next scoring window

CEO Portfolio Scoring Process

- CEO Portfolio Rubric is aligned with the Kentucky Teacher Standards.
- Scoring cadre consists of university professors, school administrators, and experienced teachers trained and approved by EPSB.
- Portfolios are submitted in accordance with regulation 16 KAR 8:030.
- Successful completion of CEO results in rank change/certificate renewal.

Positive Feedback from Former CEO Candidates

- There is a high level of satisfaction from planning individual learning experiences.
- Use of mentors from outside school/district brings new knowledge into the classroom.
- Requires self-reflection of professional growth experience.
- Links artifacts with teaching standards to provide evidence of their success.
- Comprehensive portfolio clearly demonstrates link between professional growth AND student growth.
- Leadership component impacts students, teachers, and school.

Is CEO Right For You?

Candidates pursuing the CEO understand that this program

- is an intense 18 - 48 month process towards a rank change.
- does not lead to a master's degree.
- is only recognized in the state of KY and has no reciprocity with other states.
- requires initiative and the ability to work independently.
- adheres to the regulations regarding certificate renewal.
- does not count toward administration certificates.

Avenues for Advancement After Completing the CEO

National Board for Professional Teaching
Standards

or

Teacher Leader Master's Program

National Board for Professional Teaching Standards

- Maintains high and rigorous standards for what accomplished teachers should know and be able to do.
- Provides a national voluntary system certifying teachers who meet these standards.
- Advocates related education reforms to integrate National Board Certification in American education and to capitalize on the expertise of National Board Certified Teachers.

Who Can Apply?

National Board Certification is voluntary and open to all people who have a baccalaureate degree and three years of classroom experience in either a public or private school. It is valid for 10 years, after which a teacher must seek renewal. The fee for National Board Certification is \$2500.

Can I Earn a Certificate Change with NBC?

The advanced system of National Board Certification is voluntary and complements, **but does not replace**, state licensing. It is a professional certification increasingly used by states as an option for advanced licensing only status.

Teachers who successfully complete National Board in KY will earn a Rank I if they have already achieved Rank II. It does not allow a candidate to earn Rank II.

Questions/Answers

More Information and Registration

CEO -

<http://www.epsb.ky.gov/mod/page/view.php?id=100>

NBPTS - www.nbpts.org/

EPSB Contact: Sharon Salsman or
sharon.salsman@ky.gov

EPSB Toll-free: 1-888-598-7667