

EDUCATION PROFESSIONAL STANDARDS BOARD  
 EMERGENCY NON-CERTIFIED SCHOOL PERSONNEL PROGRAM  
 16 KAR 2:210

**RENEWAL APPLICATION**

The Emergency Non-Certified School Personnel Program is offered to local school districts with an identified shortage of certified and emergency-certified substitute teachers. This program permits the employment of persons with less than 64 semester hours of college credit during the temporary absence of a teacher-of-record and only after the priority selection process of certified and emergency-certified substitute teachers has been exhausted.

The Education Professional Standards Board administers this program in accordance with the requirements established in administrative regulation 16 KAR 2:210.

Application for district participation in this program shall be on an annual basis for the school year in which approval is requested. A school district approved in the preceding school year for participation in the program may request renewal for continuation of the program via this form.

District Name \_\_\_\_\_

District Address \_\_\_\_\_  
 \_\_\_\_\_

District Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

District Contact Person for this Program: \_\_\_\_\_

The \_\_\_\_\_ school district requests renewal for continuation of the approval to utilize personnel in the Emergency Non-Certified School Personnel Program for the \_\_\_\_\_ school year in accordance with the requirements of 16 KAR 2:210. The district continues to experience a shortage of certified and emergency-certified substitute teachers; continuation of this program is necessary to ensuring staffing of the district's classrooms in the event of temporary absences of teachers of record.

\_\_\_\_\_  
 Superintendent's Signature Date

Return to: Director, Division of Educator Licensure & Quality  
 Education Professional Standards Board  
 300 Sower Boulevard, 5th Floor  
 Frankfort, KY 40601  
 E-mail: [kdelicensure@education.ky.gov](mailto:kdelicensure@education.ky.gov)