

**EPSB REVIEW OF SARA APPLICATION SUBMISSION
(Other School Professional Programs)**

Institution:

Programs submitted:

<u>Name of Program</u>	<u>Resulting Certificate</u>

Evidence of NC-SARA Approval

Evidence of CAEP Accreditation

- Accreditation Letter and Action Report of Advanced Level Programs
- Appears on CAEP Accredited Provider website (<http://caepnet.org/provider-search>)
- Regional Accreditation Letter

Evidence of State Program Approval*

- State Agency Letter OR
- Applicable Specialty Professional Association (SPA) Program Review Status (National Recognition, National Recognition with Conditions)

*This information must demonstrate program specific alignment with EPSB certifications.

Evidence of Program Alignment with Applicable 16 KAR 3:090 Components

Applicable to all Ed. Admin. Certification Programs:

- Qualifications for a Kentucky Teaching Certificate
- Minimum of Master’s degree for Rank 2 * and minimum Master’s degree for Rank 1
- At least 3 years full time, documented teaching experience **
- Professional Dispositions
- Includes description of data management for reporting KY candidates in EPSB Admission/Exit System
- Curriculum contract, guide sheet that identifies the courses, credit hours, resulting degree or non-degree in the program
- Identification of the required Kentucky applicable assessments
- Evidence of curricular alignment with the Professional Standards for Educational Leaders (PSEL)

*For principal certification in Kentucky, candidates do not have to hold a master’s degree to be admitted; however, in order to qualify for certification, a Kentucky principal must have a Master’s or Fifth Year Non-Degree (32 graduate hours in a planned program).

**3 years of teaching experience for principal certification, not admission

School Superintendent:

- Hold Certification as principal or supervisor of instruction
- Admission criteria must include:
 - Letter of recommendation
 - Admissions portfolio
 - Evidence of ability to improve student achievement
 - Knowledge of school laws relating to:
 - School Finance
 - School operations
 - Personnel matters
 - Evidence of implementing curriculum, instruction and assessment
 - Evidence of a commitment to on-going professional growth

- Evidence of effective communication skills
 - Ability to build relationships, foster team work and build networks
 - Master's Degree
- ___ Program must include a clinical model where candidates:
- Work in diverse school and district central office settings
 - Solve problems based on school district needs
 - Develop a mentoring plan
 - Design a method to assess the his or her own clinical experiences
- ___ A capstone project

In order to qualify for superintendent certification, a candidate must pass the identified assessments if not passed previously; have 2 years of experience in an Ed. Admin. position or counselor.

Director of Special Education:

- ___ Pass identified required assessment if not passed previously
- ___ 3 years full-time teaching experience or as a school psychologist (at least 1 year of teaching experience must be in exceptional children)
- ___ Evidence of curricular alignment with the appropriate CEC administrator standards

Principal:

- ___ Admission criteria includes:
- Evidence of ability to improve student achievement
 - Leadership
 - Advanced knowledge of curriculum, instruction, and assessment
 - Agreement from a school district supporting a clinical experience
 - Description of district opportunities for the candidate
 - Candidate permission to utilize aggregated school and district information and data
 - Includes signature of district superintendent or designee
- ___ Collaborative agreements with school districts
- Joint screening by district and university
 - Joint identification of potential program leaders and mentors
 - Co-design and co-delivery of courses
- ___ Capstone project