



1 EDUCATION AND WORKFORCE DEVELOPMENT CABINET

2 Education Professional Standards Board

3 (Amendment)

4 16 KAR 3:080. Career and technical education school principals.

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

6 STATUTORY AUTHORITY: KRS 161.020, 161.027, 161.028

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020(1) requires an educator to  
8 hold a certificate of legal qualifications issued by the Education Professional Standards Board  
9 (EPSB) prior to being employed in a certified school position. KRS 161.028 authorizes the  
10 EPSB[~~Education Professional Standards Board~~] to promulgate administrative regulations estab-  
11 lishing the standards for obtaining and maintaining a teaching certificate. KRS 161.027 specifi-  
12 cally requires the EPSB[~~Education Professional Standards Board~~] to promulgate administrative  
13 regulations establishing the requirements for the preparation and certification of principals. KRS  
14 161.020(3) requires the EPSB[~~board~~] to promulgate administrative regulations establishing re-  
15 newal requirements. This administrative regulation establishes the certification requirements for  
16 career and technical education school principals.

17 Section 1. Application and Renewal Procedures. (1) A certificate for career and technical edu-  
18 cation school principal shall be issued to an applicant who meets the requirements of 16 KAR  
19 2:010, Section 3(1), and who has:

20 (a) At least three (3) years of teaching experience in a career and technical education teaching  
21 assignment;

1 (b) Completed an approved educator preparation program for career and technical education  
2 school principal, as established in 16 KAR 5:010; and

3 (c) Obtained the specified minimum score on any assessment required by 16 KAR 3:090.~~[46~~  
4 ~~KAR 6:030.~~

5 ~~(2) Application for an initial certificate for career and technical education school principal~~  
6 ~~shall be made on the Application for Kentucky Certification or Change in Salary Rank, Form~~  
7 ~~TC-1, incorporated by reference in 16 KAR 2:010.]~~

8 ~~(2)~~~~(3)(a)]~~ The following shall be executed in accordance with KRS 161.027(7)-(9):

9 ~~(a)~~~~(1-)]~~ Issuance of the initial certificate for career and technical education school principal;

10 ~~(b)~~~~(2-)]~~ Completion of the internship program for career and technical education school princi-  
11 pal; and

12 ~~(c)~~~~(3-)]~~ Extension of the certificate for career and technical education school principal.

13 ~~(3)~~~~(b)1-)]~~ A certificate for career and technical education school principal shall be renewed  
14 subsequently for five (5) year periods~~[-]~~upon application to the EPSB, compliance with 16 KAR  
15 2:010, Section 3(1), and completion of:

16 ~~(a)~~~~(2-)]~~ Each five (5) year renewal thereafter shall require the completion of:

17 ~~—a-)]~~ Two (2) years of experience as a career and technical education school principal;

18 ~~(b)~~~~(b-)]~~ Three (3) semester hours of additional graduate credit related to the position of career  
19 and technical education school principal; or

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

22 ~~[3-]~~~~Application for renewal of a certificate for career and technical education school principal~~  
23 ~~shall be made on Form TC-2, incorporated by reference in 16 KAR 4:060.]~~

- 1 Section 2. Certifications permissible for position of career and technical education school  
2 principal. The following certificates shall be valid for the position of school principal:
- 3 (1) The certificate for career and technical education school principal; or
  - 4 (2) A certificate for instructional leadership - school principal.

3/8/22  
Date

Justin Mitchell  
Justin Mitchell, Board Chair  
Education Professional Standards Board

**PUBLIC HEARING AND PUBLIC COMMENT PERIOD:** A public hearing on this proposed administrative regulation shall be held on May 23, 2022, at 10:00 a.m. in the State Board Room, Fifth Floor, 300 Sower Boulevard, Frankfort, Kentucky. Individuals interested in being heard at this meeting shall notify this agency in writing five working days prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through May 31, 2022. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to:

**CONTACT PERSON:** Todd Allen, General Counsel, Kentucky Department of Education, 300 Sower Boulevard, 5<sup>th</sup> Floor, Frankfort, Kentucky, 40601, phone 502-564-4474, fax 502-564-9321; email [regcomments@education.ky.gov](mailto:regcomments@education.ky.gov).

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

16 KAR 3:080

Contact Person: Todd Allen, phone 502-564-4474, fax 502-564-9321; email [regcomments@education.ky.gov](mailto:regcomments@education.ky.gov)

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes the certification requirements for career and technical education school principals.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to establish the certification requirements for career and technical education school principals.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 161.020(1) requires an educator to hold a certificate of legal qualifications issued by the Education Professional Standards Board (EPSB) prior to being employed in a certified school position. KRS 161.028 authorizes the EPSB to promulgate administrative regulations establishing the standards for obtaining and maintaining a teaching certificate. KRS 161.027 specifically requires the EPSB to promulgate administrative regulations establishing the requirements for the preparation and certification of principals. KRS 161.020(3) requires the EPSB to promulgate administrative regulations establishing renewal requirements.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: This administrative regulation sets forth the certification requirements for career and technical education school principals.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This amendment removes the reference to an outdated application. The amendment also updates a statutory and regulatory citation contained in the regulation.

(b) The necessity of the amendment to this administrative regulation: This amendment is necessary to ensure that regulation remains in effect, remove the reference to an outdated application, and correct a statutory and regulatory citation contained in the regulation.

(c) How the amendment conforms to the content of the authorizing statutes: KRS 161.020(1) requires an educator to hold a certificate of legal qualifications issued by the Education Professional Standards Board (EPSB) prior to being employed in a certified school position. KRS 161.028 authorizes the EPSB to promulgate administrative regulations establishing the standards for obtaining and maintaining a teaching certificate. KRS 161.027 specifically requires the EPSB to promulgate administrative regulations establishing the requirements for the preparation and certification of principals. KRS 161.020(3) requires the EPSB to promulgate administrative regulations establishing renewal requirements.

(d) How the amendment will assist in the effective administration of the statutes: This amendment will remove the reference to an outdated application, and correct a statutory and regulatory citation contained in the regulation.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: 171 Kentucky school districts, 30 educator preparation program providers, and educators holding or seeking the certificate for career and technical education school principal.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: No action by the listed entities will be required.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): There is no cost associated with this amendment.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): There will be clarity regarding regulatory and statutory citations contained in the regulation. Additionally, applicants will no longer be directed to an outdated application form.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: None

(b) On a continuing basis: None

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: State General Fund.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: No increase in fees or funding will be necessary to implement this amendment.

(8) State whether or not this administrative regulation established any fees or directly or indirectly increased any fees: Certification fees are established by 16 KAR 4:040. No additional fees are established by this regulation.

(9) TIERING: Is tiering applied? Tiering is not applicable to the requirements of this regulation.

## FISCAL NOTE ON STATE OR LOCAL GOVERNMENT

16 KAR 3:080

Contact Person: Todd Allen, phone 502-564-4474, fax 502-564-9321; email regcomments@education.ky.gov

(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? The Education Professional Standards Board, public colleges and universities with educator preparation programs and public-school districts.

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 161.020, KRS 161.027, KRS 161.028

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? There will be no additional revenues created by this amendment.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? There will be no additional revenues created by this amendment.

(c) How much will it cost to administer this program for the first year? There are no costs associated with this amendment.

(d) How much will it cost to administer this program for subsequent years? There are no costs associated with the amendment.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Revenues (+/-):

Expenditures (+/-):

Other Explanation: