

Agenda Book  
**EPSB Meeting Agenda**  
**EPSB Offices**  
**100 Airport Road, 3<sup>rd</sup> Floor, Conference Room A, Frankfort, KY 40601**  
**March 4, 2013**

**Monday, March 4, 2013**

**9:00 AM EST      Call to Order**

**Roll Call**

Open Speak

**Approval of Consent Items**

- A. Approval of January 7, 2013 EPSB Minutes (**Pages 1-24**)
- B. Approval of Contracts (Ms. Ashley Abshire) (**Pages 25-26**)
- C. Supervisor of Instruction, Asbury University  
(Dr. Kim Walters-Parker) (**Pages 27-30**)
- D. Environmental Education P-12 Endorsement, Georgetown  
College (Dr. Walters-Parker) (**Pages 31-34**)
- E. Biological Science, Grades 8-12; Chemistry, Grades 8-12;  
English, Grades 8-12; Mathematics, Grades 8-12; Social Studies,  
Grades 8-12 (Bachelor's Level), Spalding University  
(Dr. Walters-Parker) (**Pages 35-38**)

**Report of the Executive Director**

- A. Report from the Kentucky Department of Education
- B. Report from the Council on Postsecondary Education
- C. Legislative Update (Ms. Alicia Sneed)

**Report of the Chair**

**Appointments**

Committee to Ensure an Ethical Educator Workforce

Kentucky Advisory Council for Internships

**Committee Reports**

Board Retreat Committee

**Information/Discussion Item**

- A. Awarded Contracts (Ms. Abshire) (**Pages 39-40**)
- B. 16 KAR 9:080. University-Based Alternative Certification  
Program, Notice of Intent (Dr. Walters-Parker) (**Pages 41-60**)

**Action Items**

- A. Option 6 Policy Repeal (Dr. Walters-Parker) (**Pages 61-64**)
- B. University of the Cumberlands: Operation of Option 6 Program  
(Dr. Walters-Parker) (**Pages 65-68**)

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C. KTIP Appeal (Mr. Gary Stephens) (**Pages 69-70**)

**Board Comments**

*Following a motion in open session, it is anticipated that the board will move into closed session as provided by KRS 61.810 (1) (c) and (1) (j).*

**Certification Review and Revocation: Pending Litigation Review**

*Following review of pending litigation, the board shall move into open session. All decisions will be made in open session.*

**Adjournment**

Next Regular Meeting:

May 13, 2013

EPSB Offices

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*The actions delineated below were taken in open session of the EPSB at the January 7, 2013, meeting. This information is provided in summary form; an official record of the meeting is available in the permanent records of the Education Professional Standards Board (EPSB), 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, KY 40601*

**Education Professional Standards Board (EPSB)  
Summary Minutes of the Regular Business Meeting  
EPSB Offices, 100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky  
January 7, 2013  
Consent Item A**

### **Call to Order**

Chair Cassandra Webb called the meeting to order at approximately 9:00 a.m. EST.

### **Moment of Silence**

Chair Webb asked the Board and audience members to take a moment of silence to recognize the victims at the Sandy Hook Elementary School in Newport, Connecticut.

### **Board's Mission Statement and Goals**

Chair Webb reminded the Board of its mission and goals by reviewing them with the Board and audience.

### **Roll Call**

The following Board members were present during the January 7, 2013, EPSB meeting: Brandy Beardsley, Bradley Bielski, Barbara Boyd, Ellen Blevins, Terry Holliday, Allen Kennedy, Marie McMillen, Michael Ross, Anthony Strong, Tom Stull, Mark Wasicsko, and Cassandra Webb. Cathy Gunn, Robert King, Sandy Sinclair-Curry, Zenaida Smith, and Lorraine Williams were absent.

### **Open Speak**

There were no requests for Open Speak.

### **Approval of Consent Items**

Chair Cassandra Webb requested that Board members identify any items on the consent agenda which they wished to discuss prior to taking final action. Ms. Marie McMillen asked that consent items D, E, and F be pulled from the consent agenda for discussion.

### **2013-001**

*Motion made by Ms. Marie McMillen, seconded by Ms. Ellen Blevins, to approve the following items on the consent agenda (Consent Items A, B, C, and G):*

Approval of October 15, 2012 EPSB Minutes

Approval of November 12, 2012 EPSB Minutes

Approval of December 4, 2012 EPSB Minutes

Remedial Diversity Training Approval, Jefferson County Teachers Association

**Vote:** *Unanimous*

**2013-002**

*Motion made by Ms. McMillen, seconded by Mr. Anthony Strong, that consent items D, E, and F be tabled until the March meeting when Dr. Kim Walters-Parker will be available to answer questions for the Board on these items.*

Discussion ensued among the Board regarding specific questions that Board members had on the university programs that were tabled and possible ramifications if the programs were not approved at the meeting.

**Vote:** *Yes - 9*

*No – 1 (Tom Stull)*

*Abstain – 2 (Brad Bielski, Mark Wasicsko)*

Ms. Alicia Sneed recognized JCTA and thanked them for their work on their diversity program.

**Report of the Acting Executive Director**

Report from the Kentucky Department of Education

Commissioner Terry Holliday reported on recent events at KDE.

\* The Council of Chief State School Officers (CCSSO) released its latest report on December 18, 2012, which recommended major changes to teacher preparation.

\* Draft standards for the Council for the Accreditation of Educator Preparation (CAEP) should be released by mid-February.

Report from the Council on Postsecondary Education

There was no report from the Council on Postsecondary Education.

Local Educator Assignment Data (LEAD) Report

Mr. Mike Carr updated the Board on the LEAD report for the fall of the 2012-2013 academic year. To date 99.6% of assignments were cleared. Mr. Carr recognized Cindy Godsey for her exceptional work on the LEAD report.

**Report of the Chair**

Chair Webb reviewed the timelines for agenda development with the Board and requested their input on items to be placed on the agenda.

**Appointments**

Committee to Ensure an Ethical Educator Workforce

Chair Webb made the following appointments to the Committee to Ensure an Ethical Educator Workforce: Barbara Boyd, Mike Ross, Sandy Sinclair-Curry, Mark Wasicsko, Zenaida Smith, Mary Ruble, Wilson Sears, and Wayne Young. Mike Ross will serve as chair on this committee.

**Committee Reports**

Board Retreat Committee

Board Retreat Chair Anthony Strong informed the Board that a survey for spring retreat dates was issued. He stated that he hopes to notify the Board of the dates and location of the spring retreat by the March meeting.

**Presentation**

University of Louisville/J.B. Atkinson Clinical Experience Model

A presentation was given regarding the partnership between the University of Louisville and the J.B. Atkinson Academy of Excellence. Presenters included Ann Larson, Executive Associate Dean at the University of Louisville; Blake Haselton, Dean at the University of Louisville; Harrie Buecker, University Liaison and Director of the Office of Educator Development and Clinical Practice at the University of Louisville; Christine Sherretz, Assistant Professor at the University of Louisville; Ashley Kemper, teacher at J.B. Atkinson, and Paige Buckwalter, teacher candidate at the University of Louisville. The J.B. Atkinson Academy of Excellence in Louisville has been nationally recognized for its success in educating both elementary and higher education students. It is a model of school innovation and an example of cooperation between an educator preparation program and a school district.

**Information/Discussion Item**

Mid-Year Budget Report

Mr. Gary Freeland gave a mid-year budget report to the Board. The agency budget looks good at just under 50% of annual budget.

**Action Items**

Charter for the Committee to Ensure an Ethical Educator Workforce

**2013-003**

*Motion made by Ms. McMillen, seconded by Ms. Blevins, to approve the charter for the Committee to Ensure an Ethical Educator Workforce.*

**Vote:** *Unanimous*

Thomas More College Accreditation

**Issue I: Unit Accreditation**

**2013-004**

*Motion made by Mr. Strong, seconded by Dr. Mark Wasicsko, to accept the recommendation of the Accreditation Audit Committee and grant accreditation for Thomas Moore College.*

**Vote:** *Yes – 11*

*Recuse – 1 (Brad Bielski)*

**Issue II: Program Approval**

**2013-005**

*Motion made by Mr. Strong, seconded by Mr. Mike Ross, to accept the recommendation of the Accreditation Audit Committee and grant approval for the initial and advanced level educator preparation programs at Thomas More College.*

**Vote:** *Yes – 11*  
*Recuse – 1 (Bradley Bielski)*

Midway College Accreditation

**Issue I. Unit Accreditation**

**2013-006**

*Motion made by Dr. Bradley Bielski, seconded by Ms. Barbara Boyd, to accept the recommendation of the Accreditation Audit Committee and grant accreditation for Midway College.*

**Vote:** *Unanimous*

**Issue II. Program Approval**

**2013-007**

*Motion made by Dr. Bielski, seconded by Ms. Boyd, to accept the recommendation of the Accreditation Audit Committee and grant approval for the initial level educator preparation programs at Midway College.*

**Vote:** *Unanimous*

Kentucky Christian University Accreditation

**Issue I. Unit Accreditation**

**2013-008**

*Motion made by Mr. Ross, seconded by Mr. Strong, to accept the recommendation of the Accreditation Audit Committee and grant accreditation with conditions for Kentucky Christian University and require documentation that the university has met the requirements within six months.*

**Vote:** *Unanimous*

**Issue II. Program Approval**

**2013-009**

*Motion made by Mr. Ross, seconded by Mr. Strong, to accept the recommendation of the Accreditation Audit Committee and grant approval for the initial level educator preparation programs at Kentucky Christian University.*

**Vote:** *Unanimous*

Berea College Accreditation

**Issue I. Unit Accreditation**

**2013-010**

*Motion made by Ms. McMillen, seconded by Mr. Strong, to accept the recommendation of the Accreditation Audit Committee and grant accreditation with conditions for Berea College and require documentation that the university has met the requirements within six months.*

**Vote:** *Unanimous*

**Issue II. Program Approval**

**2013-011**

*Motion made by Mr. Ross, seconded by Ms. Blevins, to accept the recommendation of the Accreditation Audit Committee and grant approval for the initial level educator preparation programs at Berea College.*

**Vote:** *Unanimous*

**Board Comments**

There were no board comments.

**DISCIPLINARY MATTERS:  
MINUTES OF CASE REVIEW  
January 7, 2013**

*Motion made by Mr. Allen Kennedy, seconded by Ms. Ellen Blevins, to go into closed session for the purpose of discussing proposed or pending litigation in accordance with KRS 61.810(1) (c) & (j).*

**Vote:** *Unanimous*

*Motion made by Mr. Anthony Strong, seconded by Mr. Kennedy, to return to open session.*

**Vote:** *Unanimous*

The following board members concurred with the actions as listed below with the noted exceptions:

Tom Stull, Allen Kennedy, Brad Bielski, Barbara Boyd, Brandy Beardsley, Ellen Blevins, Cassandra Webb, Michael Ross, Anthony Strong, Marie McMillen and Mark Wasicsko.

Attorneys present were Alicia A. Sneed, Cassie Trueblood, Whitney Crowe, and Angela Evans.

**Initial Case Review**

<b><u>Case Number</u></b>	<b><u>Decision</u></b>
1207466	Admonish
1207397	Hear
1209581	Defer for training
1208497	Hear
1210595	Hear
1210614	Hear
1211641	Dismissed
1211639	Hear
1211637	Hear
1207499	Defer for training
1207415	Hear

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1208493	Admonish
1209577	Hear
1208491	Admonish
1208517	Admonish
1209574	Hear
1209579	Hear
1208534	Hear
1210600	Defer for training
1210610	Hear
1210619	Defer for training
1209586	Admonish
1209590	Admonish
1209588	Admonish
1209569	Admonish
1209567	Hear
1207427	Hear
1208482	Defer for training
1208495	Hear
1208526	Dismissed
1210602	Hear
1211667	Hear
1205286	Hear
1206329	Hear
1207437	Hear
1208528	Hear
1210629	Hear
1208520	Hear
1207421	Hear
1208486	Admonish
1208484	Admonish
1207417	Hear
1211643	Defer for training
1211645	Defer for training
1211647	Defer for training
1208489	Hear
120111	Dismissed
1209540	Defer for training
1209546	Defer for training
1209542	Defer for training
1209552	Defer for training
1209544	Defer for training
1209550	Defer for training
1209548	Defer for training
1209554	Defer for training
1209565	Defer for training
07-0461	Hear

1204246	Dismissed
06-0232	Dismissed
120115	Dismissed
1205265	Dismissed

**Character/Fitness Review**

<b><u>Case Number</u></b>	<b><u>Decision</u></b>
121147	Approve
121012	Approve
121163	Defer
121217	Approve
121228	Approve
121236	Approve
121209	Deny
121154	Deny
121153	Deny
121158	Deny
121168	Deny
121166	Approve
121159	Approve
121161	Deny
121171	Approve
121175	Approve
121178	Approve
121179	Deny
121182	Approve
121128	Deny
121185	Approve
121184	Defer
121186	Approve
121190	Deny
121195	Deny
121189	Deny
121200	Deny
121213	Approve
121215	Deny
121218	Approve
121149	Approve
121224	Deny
121252	Approve
121254	Approve
121256	Approve
121207	Deny
12451	Approve
121242	Approve

**Agreed Orders**

<b><u>Case Number</u></b>	<b><u>Decision</u></b>
1206363 (James Goodnight)	<p>Accept Agreed Order admonishing Respondent for failing to maintain the dignity and the integrity of the profession. As a teacher, Respondent must exhibit good judgment at all times since the community entrusts him with the safety of students. Respondent is reminded that as a member of the education profession he is required to comply with the Professional Code of Ethics for Kentucky Certified School Personnel at all times.</p> <p>This settlement agreement is expressly conditioned upon Respondent providing written proof to the Board that he has received twelve (12) hours of professional development/training in professional ethics, as approved by the Board, no later than January 1, 2014. Any expense incurred for said training shall be paid by Respondent. Respondent agrees that should he fail to satisfy the above condition, his certificate shall be automatically suspended until Respondent provides written proof to the Board that he has completed the conditions.</p> <p>Respondent is aware that should he violate KRS 161.120 in the future, the Board shall initiate a new disciplinary action and seek additional sanctions.</p> <p><b>Vote:</b> <i>Unanimous</i></p>
1207383 (Jasmyne Combs)	<p>Accept Agreed Order admonishing Respondent for failing to keep in confidence information about students which has been obtained in the course of professional service. As a certified teacher, Respondent shall take every measure to protect a student's academic information. The Board is cognizant of the role social media now plays in both the professional and social lives of educators; and therefore, the Board reminds Respondent that an educator is required to comply with the Professional Code of Ethics for Kentucky Certified School Personnel in whatever form of communication she chooses to engage.</p> <p>This settlement agreement is expressly conditioned upon Respondent providing written proof to the Board that she has received twelve (12) hours of professional development/training in professional ethics and student information confidentiality requirements, as approved by the Board, no later than January 1, 2014. Any expense incurred for said training shall be paid by Respondent. Respondent agrees that should she fail to satisfy the above condition, her certificate shall be automatically suspended</p>

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until she provides written proof to the Board that she has completed the conditions.

Respondent is aware that should she violate KRS 161.120 in the future, the Board shall initiate a new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

1112906 (John Jones IV)

Accept Agreed Order which states that Respondent voluntarily surrenders for revocation his certificate. Respondent shall immediately surrender the original and all copies of this certificate to the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601. Respondent shall neither apply for nor be issued a teaching certificate in the Commonwealth of Kentucky for the remainder of his lifetime.

**Vote:** *Unanimous*

1103162 (Connie McKinley) Accept Agreed Order admonishing Respondent for neglect of duty and for failing to take reasonable measures to protect the health, safety, and emotional well-being of students. As an educator, Respondent must ensure that her students are appropriately supervised at all times and are never placed in a potentially unsafe situation. The Board will not tolerate any further incidents of misconduct from Respondent.

Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of one (1) year from the date the Board accepts this Agreed Order:

1. On or before July 1, 2013, Respondent shall provide written proof to the Board that she has received twelve (12) hours of professional development or training, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent.
2. On or before July 1, 2013, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional development or training, as approved by the Board, in the area of classroom management. Any expense incurred for said training shall be paid by Respondent.
3. For the entirety of the probationary period, Respondent shall receive no disciplinary action involving neglect of duty and/or classroom management issues. "Disciplinary action" is defined as any public reprimand, suspension, or termination issued by any school district in the

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Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process.

By entering into this Agreed Order, Respondent agrees that should she fail to satisfy any of these conditions during the probationary period, her certificate shall be automatically suspended for a period of thirty (30) days. If applicable, at the conclusion of the thirty (30) day suspension, Respondent's certificate shall remain suspended until such time as the probationary conditions are met.

Respondent is aware that should she violate KRS 161.120, either during or following this one (1) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

CF110904 (Claudette Walker) Accept Agreed Order which states that issuance of any future certificate to Respondent, or on her behalf, is expressly conditioned upon Respondent providing, upon application, written proof to the Board that she has completed a course, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense required for said training shall be paid by Respondent.

Should Respondent fail to satisfy this condition, the Board shall automatically deny any and all applications submitted by Respondent or on her behalf.

Upon issuance of any future certificate, Respondent shall be on probation for a period of five (5) years and shall be subject to the following condition:

With all applications for renewal of her certification(s) and/or for additional certification(s), Respondent shall submit a letter from her substitute coordinator, or similar district level supervisor, stating that there were no issues with Respondent's performance during the previous school year. Any expense required to satisfy this condition shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or for additional certification(s) submitted by Respondent or on her behalf.

Respondent is aware that should she violate KRS 161.120, either during or following this five (5) year period of probationary conditions, the Board shall initiate a new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

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1205294 (Gregory Hash) Accept Agreed Order in which Respondent agrees to neither apply for nor accept certified employment at any school district in the Commonwealth of Kentucky at any time in the future.  
Should Respondent fail to satisfy this condition, his certificate shall be automatically suspended for a period of one (1) year, and the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

1108569 (Joshua Todd) Accept Agreed Order admonishing Respondent for engaging in conduct unbecoming a teacher. The Board reminds Respondent that, as a certified educator, he has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is dangerous, and engaging in this type of behavior sets a horrible example for students. The Board will not tolerate any further incidents of misconduct by Respondent. On or before January 1, 2013, Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and has successfully completed any and all treatment recommendations. If Respondent is not able to complete all treatment recommendations on or before January 1, 2013, he shall submit quarterly written progress reports from his chemical dependency counselor until such time as the counselor releases him from treatment. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent. Failure to fulfill this requirement will result in an automatic suspension of Respondent's teaching certificate, and it will remain suspended until he is in compliance with the terms of the Agreed Order.

**Vote:** *Unanimous*

1112591 (Shawna Fogle) Accept Agreed Order retroactively suspending Respondent's certificate for a period of two (2) years beginning June 16, 2011. During the suspension period, Respondent shall neither apply for nor be issued a teaching certificate in the Commonwealth of Kentucky. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate to the EPSB, by delivering or mailing to 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, Kentucky 40601.

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Respondent is hereby admonished for neglect of duty and incompetence. The supervision of students is an essential job duty, and failing to adequately perform this duty puts the health, safety, and well-being of students in jeopardy. The Board will not tolerate further incidents of misconduct by Respondent and expects Respondent to uphold the Professional Code of Ethics for Kentucky Certified School Personnel in the future.

In addition to any educational requirements, reinstatement of Respondent's certificate at the conclusion of the two (2) year suspension period is expressly conditioned upon Respondent providing written evidence that she has complied with the following:

1. Pursuant to 16 KAR 1:030, Respondent shall submit to a random drug test to be administered by a clinical provider, as approved by the Board. Respondent's certificate shall not be reinstated if said drug test comes back positive for any illegal substances, byproducts of illegal substances, or prescription medications for which Respondent does not possess a current, valid prescription. Further, the certificate shall not be reinstated if said drug test comes back positive for any prescription medications for which Respondent does possess a current, valid prescription if said prescription medications are not within therapeutic levels/ranges. Any expense incurred for said drug test shall be paid by Respondent.
2. Respondent shall provide written proof that she has successfully completed twelve (12) hours of training or professional development, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent. Respondent's certificate shall not be reinstated if Respondent fails to satisfy this condition.
3. Respondent shall provide the Board with at least two (2) letters of recommendation stating that Respondent is morally and ethically fit to hold a teaching certificate. Such letters of recommendation must be written by educators who hold valid Kentucky teaching certificates that are currently in good standing. Respondent's certificate shall not be reinstated if Respondent fails to satisfy this condition.

Upon reinstatement, Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of five (5) years:

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1. For the entirety of the probationary period, Respondent shall remain under the care of a certified mental health counselor, as approved by the Board, and shall provide the Board with quarterly written reports from such counselor certifying that she is following all recommended treatment, including taking all medications as prescribed. The quarterly written reports shall be due by July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup>, and April 1<sup>st</sup> of each year of the probationary term. Any expense incurred for the assessment, treatment and/or written reports shall be paid by Respondent. If Respondent fails to comply with the requirements of this paragraph on or before July 1<sup>st</sup>, October 1<sup>st</sup>, January 1<sup>st</sup>, and/or April 1<sup>st</sup> of each year of the probationary term, her certificate, and any future endorsements or new areas of certification, shall be automatically suspended until Respondent submits the required written report(s) to the Board.
2. For the entirety of the probationary period, Respondent shall immediately submit to any random drug testing that is requested by the Board and shall have no positive drug tests. Any expense for said testing shall be paid by the Respondent. Failure to comply with this condition will result in an automatic one (1) year suspension of Respondent's certificate. If applicable, at the conclusion of the one (1) year suspension, Respondent's certificate shall remain suspended until such time as this probationary condition is met.
3. For the entirety of the probationary period, Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. Failure to comply with this condition will result in an automatic one (1) year suspension of Respondent's certificate.
4. For the entirety of the probationary period, Respondent shall submit current national and state criminal background reports to the Board with any application for renewal of her certification(s) and/or for additional certification(s). Any expense for the national and state criminal background reports shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on her behalf. Respondent is aware that should she violate KRS 161.120 either during or following this five (5) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

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**Vote:** *Unanimous*

CF121136 (Sarah Cox)

Accept Agreed Order which states that Respondent shall be issued a Kentucky teaching certificate upon providing proof that she has met the academic and testing requirements necessary for issuance of a certificate and upon providing proof that she has complied with the following condition:

Prior to being issued any teaching and/or administrative certification in the Commonwealth of Kentucky, Respondent shall undergo a comprehensive substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall provide written evidence to the Board that she has complied with the assessment process and has successfully completed any and all treatment recommendations. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.

In order to maintain or obtain any certificate in the future, Respondent shall comply with the following:

1. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.
2. Respondent shall submit a current criminal background check, as prepared by the Administrative Office of the Courts, to the Board with any application for renewal of his certification(s) and/or for additional certification(s). Any expense for the criminal background check shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on her behalf.

Respondent is aware that should she violate KRS 161.120, the Board shall initiate a new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

CF12999 (Heather Starr)

Accept Agreed Order admonishing Respondent for engaging in dishonest conduct by falsifying an application for teacher certification. Regardless of whether the falsification is intentional or negligent, misrepresenting records of fact relating to one's qualifications or fitness violates the Professional Code of Ethics for Kentucky Certified School Personnel. The Board will not tolerate any further incidents of misconduct by Respondent.

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Respondent shall be issued a Kentucky teaching certificate upon providing proof that she has met the academic and testing requirements necessary for issuance of a certificate and upon providing proof that she has complied with the following conditions:

1. Prior to being issued any teaching and/or administrative certification in the Commonwealth of Kentucky, Respondent shall undergo a comprehensive substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall provide written evidence to the Board that she has complied with the assessment process and has successfully completed any and all treatment recommendations. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.

2. Prior to being issued any teaching and/or administrative certification in the Commonwealth of Kentucky, Respondent shall provide written proof to the Board that she has completed a course, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense required for said training shall be paid by Respondent.

In order to maintain or obtain any certificate in the future, Respondent shall comply with the following:

1. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) other than minor traffic violations. Failure to comply with this condition will result in Respondent's certificate being automatically suspended for further action by the Board.

2. Respondent shall submit a current criminal background check, as prepared by the Administrative Office of the Courts, to the Board with any application for renewal of his certification(s) and/or for additional certification(s). Any expense for the criminal background check shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on her behalf.

Respondent is aware that should she violate KRS 161.120, the Board shall initiate a new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

0905229 (Teresa Lamberson) Accept Agreed Order which states that Respondent has retired from the education profession and has no plans to return to the classroom. Should Respondent decide to return to the classroom, she must complete the following

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conditions prior to applying for or accepting a certified position:

1. Respondent shall provide written proof to the Board that she has received six (6) hours of professional development/training in the area of classroom management. Any expense for this training shall be paid by Respondent.
2. Respondent shall provide written proof to the Board that she has received six (6) hours of professional development/training in ethics as approved by the Board. Any expense for this training shall be paid by Respondent. If Respondent fails to complete the mandated training prior to returning to the classroom, her certificate shall be automatically suspended for a period of one (1) year. At the conclusion of the one (1) year suspension, reinstatement of Respondent's certificate shall be conditioned upon Respondent providing written proof to the Board that she has completed the above required fifteen (12) hours of professional development/training.

**Vote:** *Unanimous*

1206322 (Shelbi Ruf)

Accept Agreed Order admonishing Respondent for subjecting students to embarrassment and disparagement. An educator has a duty to treat all students with dignity and respect. Respondent failed in this duty when she made inappropriate comments about a student in front of other students. The Board will tolerate no further acts of misconduct by Respondent. Respondent shall provide written proof to the Board, by May 1, 2013, that she has completed twelve (12) hours of Board-approved ethics training. Should Respondent violate this condition, her certificate shall be suspended and will remain so until the condition is met. Any expense incurred for said training shall be paid by Respondent.

**Vote:** *Unanimous*

1112953 (Steven Romans)

Accept Agreed Order which states that Respondent has provided proof that he completed 5 individual educational sessions of classroom management and anger management training. Therefore, Case Number 1112953 shall be dismissed. The admonishment against Respondent's teaching certificate shall be removed and vacated, and Case Number 1112953 shall be considered closed by the Education Professional Standards Board.

**Vote:** *Unanimous*

1105297 (Ronald Coffey)

Accept Agreed Order suspending Respondent's certificate for a period of one (1) year beginning June 1, 2011. Upon

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acceptance of this agreement by the Board, Respondent shall immediately surrender the original certificate and all copies of his certificate to the EPSB, by delivering or mailing them to 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

1003185 (Terry Nofsinger) Accept Agreed Order in which Respondent voluntarily, knowingly, and intelligently surrenders his teaching certificate and agrees to not apply for, nor be issued, a teaching or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon the acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

1203194 (Chevette Carter) Accept Agreed Order which states that Respondent shall neither apply for nor be issued any teaching, administrative, or emergency certificate in the Commonwealth of Kentucky at any time in the future. Any future application submitted by Respondent, or on her behalf, shall be denied.

**Vote:** *Unanimous*

CF11835 (Jenny Colvin) Accept Agreed Order which states that Respondent has provided the Education Professional Standards Board with criminal background checks from the West Virginia State Police and the FBI. Respondent shall be issued a certificate provided that she has met all educational and testing requirements for the certificate. Respondent shall also comply with all orders from the Education Professional Standards Board in the future.

**Vote:** *Unanimous*

1105330 (Jeff Johnson) Accept Agreed Order which states as follows:

1. Respondent must provide written proof that he has completed twelve (12) hours of professional development/training in the area of ethics, as approved by the Board, within six months of the date of this order. Any expense incurred for the training shall be paid by Respondent.
2. Respondent must provide written proof to the Board that he has completed a course in sexual harassment awareness, as approved by the Board, within six months of the date of this order.

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Failure to comply with these requirements within six months of the date of this order will result in an automatic suspension of Respondent's teaching certificate and it will remain suspended until he completes the requirements contained in this Agreed Order.

**Vote:** 10-1 (*Ms. McMillen dissented*)

1105289 (Kathryn Harrison) Accept Agreed Order admonishing Respondent for neglect of duty and for failing to take reasonable measures to protect the health, safety, and emotional well-being of students. As an educator, Respondent must ensure that her students are appropriately supervised at all times and are never placed in a potentially unsafe situation. The Board will not tolerate any further incidents of misconduct from Respondent.

Respondent's certificate, and any future endorsements or new areas of certification, shall be subject to the following probationary conditions for a period of one (1) year from the date the Board accepts this Agreed Order:

1. On or before January 1, 2014, Respondent shall provide written proof to the Board that she has received twelve (12) hours of professional development or training, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense incurred for said training shall be paid by Respondent.

2. On or before January 1, 2014, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional development or training, as approved by the Board, in the area of classroom management. Any expense incurred for said training shall be paid by Respondent.

3. For the entirety of the probationary period, Respondent shall receive no disciplinary action involving neglect of duty and/or classroom management issues. "Disciplinary action" is defined as any public reprimand, suspension, or termination issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either a tribunal and/or arbitration process.

By entering into this Agreed Order, Respondent agrees that should she fail to satisfy any of these conditions during the probationary period, her certificate shall be automatically suspended for a period of thirty (30) days. If applicable, at the conclusion of the thirty (30) day suspension, the certificate shall remain suspended until such time as the probationary conditions are met.

Respondent is aware that should she violate KRS 161.120,

## Agenda Book

either during or following this one (1) year period of probationary conditions, the Board shall initiate new disciplinary action and seek additional sanctions.

**Vote:** *Unanimous*

1208506 (Shane Klopfer)

Accept Agreed Order in which Respondent voluntarily, knowingly, and intelligently surrenders his teaching certificate and agrees to neither apply for nor be issued a teaching or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender his original certificate and all copies of his certificate to the Board by hand delivering or mailing to the following address: Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky, 40601.

**Vote:** *Unanimous*

1104262 (Julianne Eggers)

Accept Agreed Order admonishing Respondent for using inappropriate and disparaging language in the classroom. By directing derogatory language towards students in front of their peers, Respondent unnecessarily subjected those students to public ridicule. As an educator, Respondent has a duty to maintain the dignity and integrity of the profession and to refrain from subjecting students to embarrassment or disparagement. The Board will not tolerate any further incidents of misconduct from Respondent.

On or before July 1, 2013, Respondent shall submit written proof to the Board that she has completed twelve (12) hours of professional development or training, as approved by the Board, in the area of cultural competency/diversity. Any expense incurred for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, her certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

**Vote:** *Unanimous*

1205269 (Carlos Quarles)

Accept Agreed Order admonishing Respondent for engaging in conduct unbecoming a teacher. The Board reminds Respondent that, as a certified educator, he has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is dangerous, and engaging in this type of behavior sets a horrible example for students. The Board will not tolerate any further incidents of misconduct by Respondent.

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On or before January 1, 2013, Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and has successfully completed any and all treatment recommendations. If Respondent is not able to complete all treatment recommendations on or before January 1, 2013, he shall submit quarterly written progress reports from his chemical dependency counselor until such time as the counselor releases him from treatment. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.

Failure to fulfill this requirement will result in an automatic suspension of Respondent's teaching certificate, and it will remain suspended until he is in compliance with the terms of the Agreed Order.

**Vote:** *Unanimous*

1202137 (Jonathan Kneisley) Accept Agreed Order admonishing Respondent for conduct unbecoming a teacher. The Board reminds Respondent that, as a teacher, he has a duty to uphold the dignity and integrity of the teaching profession. Driving under the influence of alcohol is not only dangerous; it is also a horrible example to set for students. The Board will tolerate no further incidents of misconduct by Respondent. On or before March 1, 2013, Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process and successfully completed any and all treatment recommendations proposed by the chemical dependency counselor. Respondent shall also submit quarterly written progress reports from his chemical dependency counselor until such time as the counselor releases him from treatment. Any expense for the assessment, treatment and/or written reports shall be paid by Respondent.

If Respondent fails to satisfy this requirement, his certificate shall be automatically suspended until the Board receives written evidence that the requirement has been satisfied.

**Vote:** *Unanimous*

1206359 (Lindsey Richardson) Accept Agreed Order is permanently revoking Respondent's certificate. Respondent shall neither apply

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for, nor be issued, a teaching and/or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of her certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

1207407 (Vincent Barker)

Accept Agreed Order admonishing Respondent for failing to adequately supervise a student in his classroom. As a certified educator, Respondent has a duty to protect the health, safety, and welfare of his students. The Board expects Respondent to uphold the Professional Code of Ethics in the future.

Upon accepting any teaching and/or administrative position, in any capacity, in any school district in the Commonwealth of Kentucky, Respondent's teaching certificate shall be on probation for a period of two (2) years and subject to the following probationary conditions:

1. Within one (1) year of accepting a position that requires Kentucky certification, Respondent shall submit written proof to the Board that he has completed six (6) hours of classroom management training, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

2. Within one (1) year of accepting a position that requires Kentucky certification, Respondent shall submit written proof to the Board that he has completed twelve (12) hours of professional ethics training, as approved by the Board. Any expense required for said training shall be paid by Respondent. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended until Respondent completes the required training and provides the appropriate written proof to the Board.

3. During the probationary period, Respondent shall not receive any disciplinary action involving neglect of duty from any school district in which he is employed. "Disciplinary action" is defined as any suspension, termination, or public reprimand issued by any school district in the Commonwealth of Kentucky and upheld, if requested, by either the tribunal and/or arbitration process. If Respondent fails to satisfy this condition, his certificate shall be automatically suspended for a period of thirty (30)

## Agenda Book

days and subject to additional sanctions by the Board pursuant to KRS 161.120.

**Vote:** *Unanimous*

1203203 (Charles Totty) Accept Agreed Order permanently revoking Respondent's certificate. Respondent shall neither apply for, nor be issued, a teaching and/or administrative certificate in the Commonwealth of Kentucky at any time in the future. Upon acceptance of this agreement by the Board, Respondent shall immediately surrender the original and all copies of his certificate, by personal delivery or first class mail, to the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601.

**Vote:** *Unanimous*

1108594 (Shirley Holmes) Accept Agreed Order which states that Respondent has retired and has no immediate plans to return to the education profession. Should Respondent decide to return to the classroom at some point in the future, she must comply with the following conditions prior to accepting a certified position:

1. Respondent must provide written proof to the Board that she has received twelve (12) hours of professional development/training in the area of professional ethics.
2. Respondent must provide written proof to the Board that she has completed a course on special education law. Any expense involved in meeting these requirements shall be paid by Respondent. If Respondent fails to satisfy these conditions, her certificate shall be automatically suspended until all conditions are met.

**Vote:** *Unanimous*

CF121129 (Jessica Mitchell) Accept Agreed Order which states that upon acceptance of this agreement by the Board, Respondent shall be issued a Kentucky teaching certificate upon providing proof that she has met the academic and testing requirements necessary for issuance of a certificate, and upon providing proof that she has complied with the following condition:  
Respondent shall provide written proof to the Board that she has completed a course, as approved by the Board, on the Professional Code of Ethics for Kentucky Certified School Personnel. Any expense required for said training shall be paid by Respondent.

**Vote:** *Unanimous*

CF12708 (Christopher Bell) Upon acceptance of this agreement by the Board, Respondent shall be issued a Kentucky teaching certificate

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upon providing proof that he has met the academic and testing requirements necessary for issuance of a certificate, and has completed the following:

1. Respondent shall undergo a comprehensive alcohol/substance abuse assessment by a Kentucky licensed and/or certified chemical dependency counselor, as approved by the Board, and shall present written evidence to the Board that he has complied with the assessment process. Any expense for the assessment and written reports shall be paid by Respondent.

2. Respondent shall submit written proof to the Board that he has completed a drug test, administered by a provider approved by the Board, and did not test positive for illegal substances or in excess of therapeutic levels generally acceptable in the medical community. Any expense required for the drug testing and documentation shall be paid by Respondent.

3. Respondent shall submit written proof to the Board that he has completed a course on the Professional Code of Ethics for Kentucky Certified School Personnel, as approved by the Board. Any expense required for said training shall be paid by Respondent.

Any and all certificates issued to Respondent shall be subject to the following conditions:

1. If Respondent's chemical dependency counselor makes any treatment recommendations, Respondent shall comply with the treatment recommendations. Respondent shall submit quarterly written progress reports from his counselor to the Board until such time as the counselor releases him from treatment. Any expense for the treatment and/or written reports shall be paid by Respondent. Failure to comply with this condition will result in Respondent's certificate being automatically suspended until he is in compliance.

2. Respondent shall not be convicted of nor enter a guilty or no contest plea to any criminal charge(s) involving the use and/or possession of any controlled substance or alcohol. If Respondent is convicted of, or enters a guilty or no contest plea, to any criminal charge involving the use and/or possession of any controlled substance or alcohol, he shall submit this information to the Board, in writing, within thirty (30) days. Failure to comply with this condition will result in Respondent's certificate being automatically suspended pending Board review and disposition.

3. Respondent shall submit a copy of his current

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criminal background check, as prepared by the Administrative Office of the Courts, to the Board with any application for renewal of his certification(s) and/or for additional certification(s). Any expense for the criminal background check shall be paid by Respondent. Failure to comply with this condition will result in the denial of all applications for renewal and/or additional certification(s) submitted by Respondent or on his behalf.

**Vote:** *Unanimous*

*Motion made by Ms. Blevins, seconded by Dr. Wasicsko, to adjourn the meeting.*

**Vote:** *Unanimous*

Meeting adjourned at 1:50 p.m.

**Next Meeting:**

March 4, 2013

9:00 AM

EPSB Board Room

Frankfort, Kentucky

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE  
Consent Item B**

**Action Item:**

EPSB staff requests approval authorizing the acting executive director to enter into contract to conduct normal business operations.

**Applicable Statutes and Regulation:**

KRS 161.028 (1) (v) (d)

KRS 161.017 (3)

**Applicable Goals:**

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

Goal 5: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statutes, regulations, and established federal, state, and agency policies.

**Issue:**

Should the Education Professional Standards Board (EPSB) authorize the executive director to enter into a contract to conduct normal business operations?

**Background:**

KRS 161.028 (1) (v) authorizes the EPSB to enter into contracts and KRS 161.017 (3) stipulates that with board approval the executive director may enter into agreements "...to enlist assistance to implement the duties and responsibilities of the board." EPSB staff requests approval to begin the procurement process and enter into the following proposed contract.

**Online-Module for Cooperating Teacher Training:**

Section 2(5) of 16 KAR 5:040 requires that cooperating teachers be trained in (a) the basic responsibilities of a cooperating teacher, (b) best practice in supporting the student teacher, and (c) effective assessment of the student teacher. Training for cooperating teachers regarding (b) and (c) will be provided by approved educator preparation programs in consultation with the Division of Educator Preparation. Because the basic responsibilities of a cooperating teacher relate to implementation of elements specific to 16 KAR 5:040, the division needs to provide training materials for approved programs to educate cooperating teachers regarding those regulatory responsibilities. These materials will be for use in both face-to-face and online formats. To meet this need, the division needs to contract with an outside provider to develop a training module for cooperating teachers in consultation with division staff. The effective date for the requirements of 16 KAR 5:040 is September 1, 2013.

**New Teacher Survey:**

The EPSB's Division of Professional Learning and Assessment supports the mission of the board by maintaining the array of data including test and survey information required for teacher and

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administrator certification and by overseeing an active research agenda. The division publishes reports and information related to quality in educator preparation and practice. The survey information is gathered from the administration of the New Teacher Survey. The focus of the survey is to ascertain how well aspiring and beginning teachers and their supervising teachers believe new teachers were prepared to teach in Kentucky schools.

<b>Services</b>	<b>Period</b>	<b>Must be competitively bid?</b>	<b>Type of entity</b>	<b>Estimated contract amount</b>
In consultation with appropriate EPSB staff, develop module for face-to-face and online training for cooperating teachers regarding regulatory requirements.	Delivery of module will be required within 90 days of contract approval.	Yes	Provider with experience developing and delivering high quality training for teachers, including multi-modal delivery.	\$13,000
New Teacher Survey	July 1, 2013 – June 30, 2014	Yes	TBD	\$60,000 biennially

- Impact on budget: No major impact. Funds are allocated in approved budget.
- Singular vs. continuing service: Singular

### **Alternative Actions:**

1. Authorize the executive director to issue an RFP for the above requested services and enter into the contract awarded from the RFP.
2. Do not approve the issuance of the RFPs and awarding of the contracts.
3. Authorize RFPs and request further review of contract awards before completion.

### **Staff Recommendation:**

Alternative 1

### **Rationale:**

These contracts will further support the mission of the Board and meet regulatory obligations.

### **Contact Person:**

Ms. Ashley Abshire, Executive Assistant  
 Executive Office  
 (502) 564-4606  
 E-mail: ashley.abshire@ky.gov

### **Date:**

March 4, 2013

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE  
Consent Item C**

**Action Item:**

Asbury University: Supervisor of Instruction

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030

16 KAR 5:010

**Applicable Goal:**

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

**Issue:**

Should the EPSB approve the following educator preparation program addition?

**ASBURY UNIVERSITY**

**10.0 INSTRUCTIONAL LEADERSHIP**

Supervisor of Instruction P-12

**Background:**

KRS 161.028 and KRS 161.030 provide for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education. The Division of Educator Preparation and the Reading Committee evaluated the program review document submitted for approval against performance-based program certification guidelines established by the EPSB. This program proposal meets all the requirements set by the EPSB. The supporting documents for this proposal (program review document which includes the executive summary and letter of support) are available on the secured website.

**Groups/Persons Consulted:**

Reading Committee

**Alternative Actions:**

1. Approve the proposed Supervisor of Instruction preparation program addition.
2. Do not approve the proposed Supervisor of Instruction preparation program addition.

**Recommendation:**

Alternative 1

**Rationale:**

The proposed educator preparation program follows the appropriate regulation (16 KAR 5:010) outlining requirements for program approval as established by the EPSB.

## Agenda Book

**Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Kim.Walters-Parker@ky.gov

**Date:**

March 4, 2013

## Agenda Book

### **16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.**

**Section 22. Program Approval Action Outside the First or Regular Continuing Accreditation Cycle.** (1) Approval of a program shall be through the program process established in Section 11 of this administrative regulation except that a new program not submitted during the regular accreditation cycle or a program substantially revised since submission during the accreditation process shall be submitted for approval by the EPSB prior to admission of a student to the program.

(2) For a new or substantially revised program, the EPSB shall consider a recommendation by staff, including review by the Continuous Assessment Review Committee, Content Program Review Committee, and the Reading Committee.

(3) A recommendation made pursuant to subsection (2) of this section shall be presented to the full EPSB.

(4) Program approval decision options shall be:

(a) Approval, with the next review scheduled during the regular accreditation cycle unless a subsequent substantial revision is made;

(b) Approval with conditions, with a maximum of one (1) year probationary extension for correction of a specified problem to be documented through written materials or through an on-site visit. At the end of the extension, the EPSB shall decide that the documentation supports:

1. Approval; or

2. Denial of approval; or

(c) Denial of approval, indicating that a serious problem exists which jeopardizes the quality of preparation of school personnel.

(5) The EPSB shall order a review of a program if it has cause to believe that the quality of preparation is seriously jeopardized. The review shall be conducted under the criteria and procedures established in the EPSB "Emergency Review of Certification Programs Procedure" policy incorporated by reference. The on-site review shall be conducted by EPSB staff and a Board of Examiners team. The review shall result in a report to which the institution may respond. The review report and institutional response shall be used by the Executive Director of the EPSB as the basis for a recommendation to the full EPSB for:

(a) Approval;

(b) Approval with conditions; or

(c) Denial of approval for the program.

(6) If the EPSB denies approval of a program, the institution shall notify each student currently admitted to that program of the EPSB action. The notice shall include the following information:

(a) A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial of state approval and who applies to the EPSB within the fifteen (15) months immediately following the denial of state approval shall receive the certification or advancement in rank; and

(b) A student who does not meet the criteria established in paragraph (a) of this subsection shall transfer to a state approved program in order to receive the certificate or advancement in rank.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Consent Item D**

**Action Item:**

Georgetown College: Environmental Education P-12 Endorsement

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030

16 KAR 5:010

**Applicable Goal:**

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

**Issue:**

Should the EPSB approve the following educator preparation program addition?

**GEORGETOWN COLLEGE**

**8.0 ENDORSEMENTS**

Environmental Education P-12

**Background:**

KRS 161.028 and KRS 161.030 provide for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education. The Division of Educator Preparation and the Reading Committee evaluated the program review document submitted for approval against performance-based program certification guidelines established by the EPSB. This program proposal meets all the requirements set by the EPSB. The supporting documents for this proposal (program review document which includes the executive summary and letter of support) are available on the secured website.

**Groups/Persons Consulted:**

Reading Committee

**Alternative Actions:**

1. Approve the proposed Environmental Education Endorsement preparation program addition.
2. Do not approve the proposed Environmental Education Endorsement preparation program addition.

**Recommendation:**

Alternative 1

**Rationale:**

The proposed educator preparation program follows the appropriate regulation (16 KAR 5:010) outlining requirements for program approval as established by the EPSB.

## Agenda Book

**Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Kim.Walters-Parker@ky.gov

**Date:**

March 4, 2013

## Agenda Book

### **16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.**

**Section 22. Program Approval Action Outside the First or Regular Continuing Accreditation Cycle.** (1) Approval of a program shall be through the program process established in Section 11 of this administrative regulation except that a new program not submitted during the regular accreditation cycle or a program substantially revised since submission during the accreditation process shall be submitted for approval by the EPSB prior to admission of a student to the program.

(2) For a new or substantially revised program, the EPSB shall consider a recommendation by staff, including review by the Continuous Assessment Review Committee, Content Program Review Committee, and the Reading Committee.

(3) A recommendation made pursuant to subsection (2) of this section shall be presented to the full EPSB.

(4) Program approval decision options shall be:

(a) Approval, with the next review scheduled during the regular accreditation cycle unless a subsequent substantial revision is made;

(b) Approval with conditions, with a maximum of one (1) year probationary extension for correction of a specified problem to be documented through written materials or through an on-site visit. At the end of the extension, the EPSB shall decide that the documentation supports:

1. Approval; or

2. Denial of approval; or

(c) Denial of approval, indicating that a serious problem exists which jeopardizes the quality of preparation of school personnel.

(5) The EPSB shall order a review of a program if it has cause to believe that the quality of preparation is seriously jeopardized. The review shall be conducted under the criteria and procedures established in the EPSB "Emergency Review of Certification Programs Procedure" policy incorporated by reference. The on-site review shall be conducted by EPSB staff and a Board of Examiners team. The review shall result in a report to which the institution may respond. The review report and institutional response shall be used by the Executive Director of the EPSB as the basis for a recommendation to the full EPSB for:

(a) Approval;

(b) Approval with conditions; or

(c) Denial of approval for the program.

(6) If the EPSB denies approval of a program, the institution shall notify each student currently admitted to that program of the EPSB action. The notice shall include the following information:

(a) A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial of state approval and who applies to the EPSB within the fifteen (15) months immediately following the denial of state approval shall receive the certification or advancement in rank; and

(b) A student who does not meet the criteria established in paragraph (a) of this subsection shall transfer to a state approved program in order to receive the certificate or advancement in rank.

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**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Consent Item E**

**Action Item:**

Spalding University: Biological Science, Grades 8-12; Chemistry, Grades 8-12; English, Grades 8-12; Mathematics, Grades 8-12; Social Studies, Grades 8-12 (Bachelor's Level)

**Applicable Statutes and Regulation:**

KRS 161.028; KRS 161.030

16 KAR 5:010

**Applicable Goal:**

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

**Issue:**

Should the EPSB approve the following educator preparation program additions?

**SPALDING UNIVERSITY**

**4.0 SECONDARY SCHOOL FOR GRADES 8-12**

Biological Science

Mathematics

Chemistry

Social Studies

English

**Background:**

KRS 161.028 and KRS 161.030 provide for the EPSB to establish curricula for educator preparation programs in Kentucky and approve such programs at institutions of higher education. The Division of Educator Preparation and the Reading Committee evaluated the program review documents submitted for approval against performance-based program certification guidelines established by the EPSB. These program proposals meet all the requirements set by the EPSB. The supporting documents for these proposals (letter of support and the program review documents which include the executive summaries) are available on the secured website.

**Groups/Persons Consulted:**

Reading Committee

**Alternative Actions:**

1. Approve the proposed preparation program additions.
2. Do not approve the proposed preparation program additions.

**Recommendation:**

Alternative 1

**Rationale:**

The proposed educator preparation programs follow the appropriate regulation (16 KAR 5:010)

## Agenda Book

outlining requirements for program approval as established by the EPSB.

**Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Kim.Walters-Parker@ky.gov

**Date:**

March 4, 2013

## Agenda Book

### **16 KAR 5:010. Standards for accreditation of educator preparation units and approval of programs.**

**Section 22. Program Approval Action Outside the First or Regular Continuing Accreditation Cycle.** (1) Approval of a program shall be through the program process established in Section 11 of this administrative regulation except that a new program not submitted during the regular accreditation cycle or a program substantially revised since submission during the accreditation process shall be submitted for approval by the EPSB prior to admission of a student to the program.

(2) For a new or substantially revised program, the EPSB shall consider a recommendation by staff, including review by the Continuous Assessment Review Committee, Content Program Review Committee, and the Reading Committee.

(3) A recommendation made pursuant to subsection (2) of this section shall be presented to the full EPSB.

(4) Program approval decision options shall be:

(a) Approval, with the next review scheduled during the regular accreditation cycle unless a subsequent substantial revision is made;

(b) Approval with conditions, with a maximum of one (1) year probationary extension for correction of a specified problem to be documented through written materials or through an on-site visit. At the end of the extension, the EPSB shall decide that the documentation supports:

1. Approval; or

2. Denial of approval; or

(c) Denial of approval, indicating that a serious problem exists which jeopardizes the quality of preparation of school personnel.

(5) The EPSB shall order a review of a program if it has cause to believe that the quality of preparation is seriously jeopardized. The review shall be conducted under the criteria and procedures established in the EPSB "Emergency Review of Certification Programs Procedure" policy incorporated by reference. The on-site review shall be conducted by EPSB staff and a Board of Examiners team. The review shall result in a report to which the institution may respond. The review report and institutional response shall be used by the Executive Director of the EPSB as the basis for a recommendation to the full EPSB for:

(a) Approval;

(b) Approval with conditions; or

(c) Denial of approval for the program.

(6) If the EPSB denies approval of a program, the institution shall notify each student currently admitted to that program of the EPSB action. The notice shall include the following information:

(a) A student recommended for certification or advancement in rank within the twelve (12) months immediately following the denial of state approval and who applies to the EPSB within the fifteen (15) months immediately following the denial of state approval shall receive the certification or advancement in rank; and

(b) A student who does not meet the criteria established in paragraph (a) of this subsection shall transfer to a state approved program in order to receive the certificate or advancement in rank.



**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item A**

**Information Item:**

To inform the EPSB about contracts and amendments which were signed by the executive director since the previous EPSB board meeting.

**Applicable Statutes and Regulation:**

KRS 161.028 (1) (v) (d)  
KRS 161.017 (3)

**Applicable Goal:**

Goal 5: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statutes, regulations, and established federal, state, and agency policies.

**Background:**

KRS 161.028 (1) (v) authorizes the EPSB to enter into contracts and KRS 161.017 (3) stipulates that with board approval the executive director may enter into agreements "...to enlist assistance to implement the duties and responsibilities of the board." The EPSB approved procedures for seeking approval and authorization for entering contractual agreements at the October 23, 2006, EPSB meeting.

Due to a greater than anticipated need for regular KTIP and CTE KTIP teacher educators at certain universities, the contracts listed below were amended to provide enough funding to pay the teacher educator fees and travel. Other university contracts for this program are expected to have lower than planned spending in 2012-13; therefore, there are adequate funds to cover these increases.

<b>Program</b>	<b>Vendor</b>	<b>Original Amt.</b>	<b>Addl. Funds</b>	<b>New Amt.</b>
KTIP	Kentucky State University	\$24,985.00	\$6,180.50	\$31,165.50
KTIP	University of Kentucky	\$88,894.00	\$7,495.50	\$96,389.50
KTIP	University of Louisville	\$120,454.00	\$22,881.00	\$143,335.00
CTE KTIP	Morehead State University	\$3,208.00	\$401.00	\$3,609.00
CTE KTIP	Murray State University	\$3,208.00	\$401.00	\$3,609.00
CTE KTIP	Northern Kentucky University	\$2,406.00	\$200.50	\$2,606.50
CTE KTIP	University of Kentucky	\$2,406.00	\$802.00	\$3,208.00

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**Contact Person:**

Ms. Ashley Abshire  
Executive Assistant  
(502) 564-4606  
E-mail: ashley.abshire@ky.gov

**Date:**

March 4, 2013

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Information/Discussion Item B**

**Information Item:**

16 KAR 9:080 University-based alternative certification program. Notice of Intent

**Applicable Statutes:**

KRS 161.027, 161.028(1)(k), (s), (t), and 161.030(10), 161.048

**Applicable Goal:**

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

**Background:**

In January 2010, the Board established the Committee to Review Admissions and Clinical Experiences (CRACE) to explore best practices regarding admissions and clinical experiences for candidates and to provide recommendations to the EPSB. Revisions to 16 KAR 5:020, which governs admission requirements for initial certification programs, and 16 KAR 5:040, which governs admission, placement, and supervision in student teaching, have implemented several of CRACE's recommendations.

CRACE also made specific recommendations regarding candidates who enter teaching via Option 6, university based alternative certification programs authorized under 16 KAR 9:080. Option 6 program candidates are employed as teachers, so Option 6 programs cannot include comparable field experience and student teaching components. Rather, Option 6 emphasizes mentoring on the part of both the preparation program and the employing district. The revisions proposed here address the CRACE recommendation regarding mentoring for Option 6 candidates and parallel the mentoring provisions 16 KAR 9:090, which governs university based alternative certification programs for teachers of world languages.

The proposed changes to 16 KAR 9:080 would ensure that Option 6 programs provide the same or comparable preparation as other approved Kentucky preparation programs:

- a. Explicitly require that applicants to post-baccalaureate alternative certification programs meet the same admission standards established for corresponding traditional programs;
- b. Require that in addition to meeting the requirements of 16 KAR 5:010, alternative preparation programs provide coursework and mentoring to permit the candidate to maintain employment and complete applicable assessments, including the internship program, within three years (two years for administration certification);
- c. Define requirements to assess the candidate's educational background and to design a plan to prepare the candidate for program completion and earning the certificate corresponding to the candidates school placement;

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- d. Require that programs provide documentation of eligibility for the alternative certification program so candidates may be considered for employment;
- e. Ensure candidates begin coursework within ninety (90) days of issuance of the eligibility notice;
- f. Require collaboration with the employing school's administration to develop a mentoring plan that includes 15 hours of candidate observation annually, support to meet instructional responsibilities, and university and district mentor contact information;
- g. Require regular communication between the institution and the employing school regarding candidate;
- h. Require notification to EPSB if a candidate is no longer employed in a position appropriate for continued participation in the alternative certification program;
- i. Specify that participants in alternative certification programs are not required to student teach.

The proposed changes further clarify procedures for initial issuance and renewal of the Temporary Provisional Certificate for Teaching and require the employing district to include with the TC-TP a copy of the mentoring collaboration agreement between the district and the university. The proposed changes further delineate requirements for participation in KTIP and eligibility for the professional certificate upon successful completion thereof. Provisions are made for candidates who fail to complete all requirements during the initial issuance and two renewals of the TC-TP.

The revisions provide comparable preparation for candidates in post-baccalaureate alternative preparation programs for administrators, including the requirements for individual plans to provide mentoring, observation, and support to the candidate and a plan for communication.

The proposed regulation presented for the Board's consideration at this time will be placed on the May agenda for possible final action.

### **Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Kim.Walters-Parker@ky.gov

### **Date:**

March 4, 2013

**16 KAR 9:080. University-based alternative certification program.**

RELATES TO: KRS 161.027, 161.028(1)(k), (s), (t), 161.030(10), 161.048

STATUTORY AUTHORITY: KRS 161.027(1), 161.048(1)(d), (7)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.048(1)(d) and (7) require ~~requires~~ the Education Professional Standards Board to promulgate administrative regulations establishing the standards and procedures for a university alternative certification option for teacher and administrator certification. This administrative regulation establishes the requirements for entry and completion of the teacher and administrator university-based alternative certification options, the responsibilities of the employing school or school district, and the responsibilities of the approved college or university alternative program.

Section 1. Definitions. (1) "Alternative administrator program" means a college or university post baccalaureate administrator preparation program for an individual enrolled concurrently with employment in a local school district as an assistant principal, principal, assistant superintendent, guidance counselor, director of special education, director of pupil personnel, supervisor of instruction, or superintendent.

(2) "Alternative teacher program" means a college or university post baccalaureate teacher preparation program for an individual enrolled concurrently with employment as a teacher.

Section 2. Admission Requirements. (1) An applicant for a post baccalaureate alternative teacher program shall meet the admission standards for initial certification program established in 16 KAR 5:020.

(2) An applicant for an alternative administrator program shall meet the admission standards for the corresponding administrator certification program established in 16 KAR Chapter 3.

Section 3. University Requirements for a Post Baccalaureate Alternative Teacher Program. (1) An accredited college or university seeking to offer a post baccalaureate alternative teacher program shall apply to the Education Professional Standards Board for program approval in accordance with 16 KAR 5:010.

(2) In addition to the standards for program approval established in 16 KAR 5:010, the educator preparation institution seeking alternative teacher program approval shall design the alternative certification program to provide a candidate with the coursework and mentoring appropriate to permit a candidate to maintain employment in an eligible position and to successfully complete any applicable assessments, including internship programs, within a period of three (3) years for those enrolled in an alternative teacher program.

(3) Upon approval, the alternative teacher program unit shall:

(a) Assess a candidate's educational background and develop a plan of coursework that shall adequately prepare the candidate for successful completion of the requirements for program completion and certification for the areas and grade ranges that correspond with the candidate's school placement;

(b) Provide a candidate written and dated documentation of eligibility for the university alternative certification program so that the candidate may be considered for employment pursuant to KRS 160.345(2)(h);

(c) Ensure that a candidate begins course work no later than ninety (90) days from the date the eligibility notice is issued;

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(d) Develop a written agreement to provide, in collaboration with the administration of candidate's employing school, mentoring to the candidate in the employment setting which shall include:

1. Prior to the candidate's enrollment in the Kentucky Teacher Internship pursuant to KRS 161.030 and 16 KAR 7:010, a minimum of fifteen (15) hours of annual observation utilizing university faculty and a district-based mentor of the candidate practicing instruction in the classroom;

2. A description of how support shall be offered to the candidate during in-class and out-of-class time to assist the candidate in meeting the teacher's instructional responsibilities;

3. The name, contact person, and role for the collaborating educator preparation institution mentor; and

4. The name and role of all school district mentor teachers;

(e) Establish a process to maintain regular communication with the employing school so that the institution and employing school may assist the candidate as needed and address identified areas of improvement; and

(f) Notify the Education Professional Standards Board in writing if a candidate's employment in a covered position or enrollment in the alternative certification program permanently ceases.

(4) Student teaching shall not be required for program completion.

Section 4. Temporary Provisional Certificate for Teaching. (1) The temporary provisional certificate for teaching shall be issued for a validity period not to exceed one (1) year.

(2) The temporary provisional certificate for teaching may be renewed a maximum of two (2) times.

(3) The temporary provisional certificate for teaching shall be:

(a) Issued in accordance with a grade level and specialization as recommended by the educator preparation institution on Form TC-TP; and

(b) Valid for employment consistent with the area of certification being sought through the preparation program.

(4) The temporary provisional certificate for teaching shall be issued at the rank corresponding to the degree held by the teacher applicant in accordance with the requirements established in 16 KAR 8:020.

Section 5. Issuance of a Temporary Provisional Certificate for Teaching. (1) Prior to seeking employment in a Kentucky public school, a candidate shall request from the institution written and dated documentation of eligibility for the university based alternative certification program to provide to school districts pursuant to KRS 160.345(2)(h).

(2) Prior to employment, a superintendent, on behalf of the employing local board of education, shall be responsible for requesting the temporary provisional certificate.

(3) The candidate shall submit to the Education Professional Standards Board an official college transcript from each college or university attended.

(4) The employing school district shall submit with Form TC-TP a completed and signed copy of the mentoring collaboration agreement with the university based alternative certification program as required by Section 3(3)(d) of this administrative regulation.

Section 6. Requirements for renewal of the temporary provisional certificate for teaching.

(1) A candidate shall be eligible for the first renewal of the temporary provisional certificate upon successful completion of the following requirements:

(a) Evidence of employment in a Kentucky school district or nonpublic school in the content area or areas indicated on the initial provisional certificate;

(b) A minimum of six (6) semester hours or its equivalent from the approved preparation program; and

(c) Completion of Form TC-TP.

(2) A candidate shall be eligible for the final renewal of the temporary provisional certificate upon successful completion of the following requirements:

(a) Evidence of employment in a Kentucky school district or nonpublic school in the content area or areas indicated on the initial provisional certificate;

(b) A minimum of six (6) new semester hours or its equivalent from the approved preparation program;

(c) The required assessments as established in 16 KAR 6:010; and

(d) Completion of Form TC-TP.

Section 7. Post Baccalaureate Alternative Teacher Program Completion Requirements.

(1) If the candidate has successfully passed the required assessments as outlined in 16 KAR 6:010, and completed the required course work, the institution shall provide written notice to the employing school district that a candidate is eligible to participate in the Kentucky Teacher Internship Program in each subject area covered by the temporary provisional certificate and in accordance with 16 KAR 7:010.

(2) When the candidate is prepared to enroll in the Kentucky Teacher Internship Program, the recommending institution shall complete and sign page five (5) of the TC-TP form and deliver to the employing school district for submission to the Education Professional Standards Board.

(3) Upon completion of all program requirements of the university based alternative teacher program, including successful completion of the Kentucky Teacher Internship Program established in KRS 161.030 and 16 KAR 7:010, the candidate may make application to the Education Professional Standards Board for the professional certificate on the form TC-1 which is incorporated by reference in 16 KAR 2:010.

(4) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a professional certificate.

(5) A candidate who failed to successfully complete the assessments, the internship, or the required coursework during the initial issuance and two (2) renewals of the temporary certificate and who has been transitioned into an institution's traditional educator preparation program, shall be eligible for a Statement of Eligibility upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.

(6) If a candidate fails to complete all alternative program requirements during the initial issuance and two (2) renewals of the temporary provisional certificate, the employing school district may, pursuant to 16 KAR 2:010, 2:120, and 2:180, submit an application for emergency or conditional certification on behalf of the former employee to allow the individual to continue employment.

Section 8. University Requirements for a Post Baccalaureate Administrator Program. (1) An accredited college or university seeking to offer a post baccalaureate alternative administrator

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program shall apply to the Education Professional Standards Board for program approval in accordance with 16 KAR 5:010.

(2) In addition to the standards for program approval established in 16 KAR 5:010, the educator preparation institution seeking alternative administrator program approval shall design the alternative certification program to provide a candidate with the coursework and mentoring appropriate to permit a candidate to maintain employment in an eligible position and successfully complete any applicable assessments, including any internship or training programs, within a period of two (2) years for those enrolled in an alternative administrator program.

(3) Upon approval, the alternative administrator program unit shall:

(a) Assess a candidate's educational background and develop a plan of coursework that shall adequately prepare the candidate for successful completion of the requirements for program completion and certification for the areas and grade ranges that correspond with the candidate's school placement;

(b) Provide a candidate written and dated documentation of eligibility for the university alternative certification program so that the candidate may be considered for employment pursuant to KRS 160.345(2)(h);

(c) Ensure that a candidate begins course work no later than ninety (90) days from the date the eligibility notice is issued;

(d) Develop a written agreement to provide, in collaboration with the administration of candidate's employing school, mentoring to the candidate in the employment setting which shall include:

1. A minimum of fifteen (15) hours of annual observation utilizing university faculty and a district-based mentor of the candidate practicing in the appropriate administrative role;

2. A description of how support shall be offered to the candidate to assist the candidate in meeting the candidate's administrative responsibilities;

3. The name, contact person, and role for the collaborating educator preparation institution mentor; and

4. The name and role of all school district mentors;

(e) Establish a process to maintain regular communication with the employing school so that the institution and employing school may assist the candidate as needed and address identified areas of improvement; and

(f) Notify the Education Professional Standards Board in writing if a candidate's employment in a covered position or enrollment in the alternative certification program permanently ceases.

Section 9. Temporary Provisional Administrative Certificate. (1) The temporary provisional administrative certificate shall be issued for a validity period not to exceed one (1) year.

(2) The temporary provisional administrative certificate may be renewed a maximum of one (1) time.

(3) The temporary provisional administrative certificate shall be valid for employment in a position consistent with the area of certification being sought through the preparation program.

Section 10. Issuance of a Temporary Provisional Certificate for an Administrator. (1) Prior to seeking employment in a Kentucky public school, a candidate shall request from the institution written and dated documentation of eligibility for the university based alternative certification program to provide to school districts pursuant to KRS 160.345(2)(h).

(2) Prior to employment, a superintendent, on behalf of the employing local board of education, shall be responsible for requesting the temporary provisional certificate.

(3) The candidate shall submit to the Education Professional Standards Board an official college transcript from each college or university attended.

(4) The employing school district shall submit with Form TC-TP a completed and signed copy of the mentoring collaboration agreement with the university based alternative certification program as required by Section 8(3)(d) of this administrative regulation.

Section 11. Requirements for renewal of the temporary provisional certificate for an administrator. (1) A candidate shall be eligible for no more than one (1) renewal of the temporary provisional certificate.

(2) A candidate shall be eligible for renewal of the temporary provisional certificate upon successful completion of the following requirements:

(a) Evidence of employment in a Kentucky school district or nonpublic school in the position indicated on the initial provisional certificate;

(b) A minimum of six (6) semester hours or its equivalent from the approved preparation program; and

(c) Completion of Form TC-TP.

Section 12. Post Baccalaureate Administrator Program Completion Requirements. (1)(a) If the alternative administrator candidate for principal certification has successfully passed the required assessments, as outlined in 16 KAR 6:030, and completed the required course work, the institution shall provide written notice to the district that the candidate is eligible to participate in the Kentucky Principal Internship Program in accordance with 16 KAR 7:020.

(b) When a principal candidate is ready to enroll in the Kentucky Principal internship Program, the recommending institution shall complete page five (5) of the TC-TP form and deliver the form to the employing school district for submission to the Education Professional Standards Board.

(2)(a) An alternative administrator candidate who failed to complete the assessments, the internship, or the required coursework during the initial issuance and one (1) renewal of the temporary provisional certificate and who has been transitioned into an institution's traditional preparation program, shall be eligible for an administrative certificate in the area of study upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.

(b) If the candidate was initially enrolled in the alternative program for principal, the candidate shall be eligible for a Statement of Eligibility upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.

(3)(a) During the period of enrollment in the alternative administrator program, a candidate seeking superintendent certification and serving in a local school district as a superintendent or assistant superintendent shall successfully complete both the coursework in the institution's alternative administrator program as well as the Superintendent Training Program and assessments required in KRS 156.111.

(b) The college or university faculty shall maintain contact with the employing school district and the Kentucky Department of Education regarding the completion of coursework to ensure that a superintendent candidate has completed the required coursework to prepare for the assessments and participation in the Superintendent's Training Program.

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(4) Upon completion of the alternative program, the assessments, and the internship or Superintendent's Training Program as applicable, the university shall provide a recommendation for the professional certificate on the candidate's TC-1 form.

(5) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a professional certificate.

~~[University Requirements. (1) An accredited college or university seeking to offer a post baccalaureate alternative teacher or administrator program shall apply to the Education Professional Standards Board for program approval in accordance with 16 KAR 5:010.~~

~~(2)(a) In addition to the standards for program approval established in 16 KAR 5:010, the educator preparation institution seeking alternative teacher or alternative administrator program approval shall develop and publish a plan of selection and admission of candidates to the alternative program.~~

~~(b) The plan shall be filed with the Education Professional Standards Board and shall include:~~

~~1. A method to verify that an applicant has a minimum of a bachelor's degree from an accredited college or university and the minimum grade point average required for admission to the program;~~

~~2. One (1) or more assessments to measure academic proficiency for program admission;~~

~~3. An evaluation of a candidate's disposition for the education profession;~~

~~4. A procedure to ensure that a candidate reviews the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020; and~~

~~5. A copy of the declaration signed by a candidate affirming a commitment to upholding the Code of Ethics and acknowledging awareness of information required for state certification.~~

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~~(3) The alternative program shall be designed to provide a candidate with the coursework and mentoring appropriate to permit a candidate to maintain employment in an eligible position and successfully complete any applicable assessments, including internship programs, within a period of:~~

~~(a) Three (3) years for those enrolled in an alternative teacher program; or~~

~~(b) Two (2) years for those enrolled in an alternative administrator program.~~

~~(4) Upon approval, the alternative teacher or administrator program unit shall:~~

~~(a) Assess a candidate's educational background and develop a plan of coursework that shall adequately prepare the candidate for successful completion of the requirements for program completion and certification for the areas and grade ranges that correspond with the candidate's school placement;~~

~~(b) Provide a candidate written and dated documentation of eligibility for the university alternative certification program so that the candidate may be considered for employment pursuant to KRS 160.345(2)(h);~~

~~(c) Ensure that a candidate begins course work no later than ninety (90) days from the date the eligibility notice is issued;~~

~~(d) Establish, in consultation with the administration of a candidate's employing school, a written plan for mentoring the candidate in the employment setting;~~

~~(e) Provide, prior to a candidate's participation in the Kentucky Teacher or Principal Internship Program, a minimum of fifteen (15) hours of observation of a candidate in practice in the employment setting utilizing university faculty and a district based mentor teacher;~~

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~~(f) Provide effective candidate mentoring by maintaining an adequate number of personnel and sufficient resources to ensure that candidates meet professional, state, and institutional standards, including successful transition to the professional certificate;~~

~~(g) Maintain regular communications with the employing school so that the institution and employing school may assist the candidate as needed and address identified areas of improvement; and~~

~~(h) Notify the Education Professional Standards Board in writing if a candidate's employment in a covered position or enrollment in the alternative certification program permanently ceases.~~

~~Section 3. Participation in the Alternative Teacher Program. (1) Participation in the institution's alternative teacher program shall be available only to individuals who meet the institution's alternative program admission requirements.~~

~~(2) A candidate's employment position shall be consistent with the area of certification being sought through the preparation program.~~

~~(3) After notice of acceptance into the alternative teacher program and subsequent notification of selection for an eligible position, a candidate shall apply for a Temporary Provisional Certificate by submitting a completed TC TP Application for Temporary Provisional Certificate to the Education Professional Standards Board.~~

~~(4)(a) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a temporary provisional certificate.~~

~~(b) The temporary provisional certificate shall be:~~

~~1. Issued for a period of one (1) year;~~

~~2. Limited to the employing school district; and~~

~~3. Contingent upon the candidate's continued enrollment in the alternative preparation program and continued employment in an eligible position that corresponds to a candidate's certification program.~~

~~(5)(a) A candidate shall be eligible for no more than two (2) renewals of the temporary provisional certificate.~~

~~(b) Application for renewal shall be made by submitting a completed TC-TP form.~~

~~(c) The Education Professional Standards Board shall renew the temporary provisional certificate upon verification of compliance with all eligibility requirements, including continued enrollment in the alternative preparation program and employment in an eligible position.~~

~~(6) If the candidate has successfully passed the required assessments as outlined in 16 KAR 6:010, and completed the required course work, the institution shall provide written notice to the employing school district that a candidate is eligible to participate in the Kentucky Teacher Internship Program in each subject area covered by the temporary provisional certificate and in accordance with 16 KAR 7:010.~~

~~(7) Upon receipt of the written notification regarding readiness for internship, the employing school district shall submit to the Education Professional Standards Board, a Confirmation of Employment in electronic form, or hard copy if the electronic system is unavailable.~~

~~(8) A candidate who failed to successfully complete the assessments, the internship, or the required coursework during the initial issuance and two (2) renewals of the temporary certificate and who has been transitioned into an institution's traditional educator preparation program, shall be eligible for a Statement of Eligibility upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.~~

~~(9) If a candidate fails to complete all alternative program requirements during the initial issuance and two (2) renewals of the temporary provisional certificate, the employing school district may, pursuant to 16 KAR 2:010, 2:120, and 2:180, submit an application for emergency or conditional certification on behalf of the former employee to allow the individual to continue employment.~~

~~Section 4. Participation in the Alternative Administrator Program. (1) Participation in the university alternative administrator program shall be available only to individuals who meet the institution's alternative program admission requirements.~~

~~(2) The employment position shall be consistent with the area of certification being sought through the preparation program.~~

~~(3) After notice of acceptance into the alternative administrator program and subsequent notification of selection for an eligible position, a candidate shall apply for a temporary provisional certificate by submitting a completed TC-TP Application for Temporary Provisional Certificate to the Education Professional Standards Board.~~

~~(4)(a) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a temporary provisional certificate.~~

~~(b) The temporary provisional certificate shall be:~~

~~1. Issued for a period of one (1) year;~~

~~2. Limited to the employing school district; and~~

~~3. Contingent upon the candidate's continued enrollment in the alternative preparation program and continued employment in an eligible position that corresponds to a candidate's certification program.~~

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~~(5)(a) A candidate shall be eligible for no more than one (1) renewal of the temporary provisional certificate.~~

~~(b) Application for renewal shall be made by submitting a completed TC-TP form.~~

~~(c) The Education Professional Standards Board shall renew the temporary provisional certificate upon verification of compliance with all eligibility requirements, including continued enrollment in the alternative preparation program and employment in an eligible position.~~

~~(6)(a) If the alternative administrator candidate for principal certification has successfully passed the required assessments, as outlined in 16 KAR 6:030, and completed the required course work, the institution shall provide written notice to the district that the candidate is eligible to participate in the Kentucky Principal Internship Program in accordance with 16 KAR 7:020.~~

~~(b) Upon receipt of the written notification regarding readiness for internship, the employing school district shall submit a Confirmation of Employment in electronic form, or hard copy if the electronic system is unavailable, to the Education Professional Standards Board and shall assign individuals to the internship committee in accordance with the requirements established in KRS 161.027 and 16 KAR 7:020.~~

~~(7)(a) An alternative administrator candidate who failed to complete the assessments, the internship, or the required coursework during the initial issuance and one (1) renewal of the temporary provisional certificate and who has been transitioned into an institution's traditional preparation program, shall be eligible for an administrative certificate in the area of study upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.~~

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~~(b) If the candidate was initially enrolled in the alternative program for principal, the candidate shall be eligible for a Statement of Eligibility upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.~~

~~(8)(a) During the period of enrollment in the alternative administrator program, a candidate seeking superintendent certification and serving in a local school district as a superintendent or assistant superintendent shall successfully complete both the coursework in the institution's alternative administrator program as well as the Superintendent Training Program and assessments required in KRS 156.111.~~

~~(b) The college or university faculty shall maintain contact with the employing school district and the Kentucky Department of Education regarding the completion of coursework to ensure that a superintendent candidate has completed the required coursework to prepare for the assessments and participation in the Superintendent's Training Program.~~

~~Section 5.(1) Upon completion of the alternative program, the assessments, and the internship or Superintendent's Training Program as applicable, the university shall provide a recommendation for the professional certificate on the candidate's TC-1 form.~~

~~(2) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a professional certificate.]~~

Section 6. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Application for Temporary Provisional Certification" Form TC-TP, \_\_\_\_\_ ~~[May 2007]~~;

(b) "Teacher Internship Statement of Eligibility-Confirmation of Employment as a Teacher", November 2004; and

## Agenda Book

(c) "Principal Internship Statement of Eligibility-Confirmation of Employment ad Principal/Assistant Principal in an Accredited Kentucky School", May 2005.

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

DRAFT

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item A**

**Action Item:**

Repeal of Policy and Procedure for Approval of Alternative Route to Certification Offered Under KRS 161.028

**Applicable Statutes and Regulation:**

KRS 161.028; 16 KAR 5:010; 16 KAR 9:080

**Applicable Goal:**

Goal 5: The EPSB shall be managed for both effectiveness and efficiency, fully complying with all statutes, regulations and established federal, state, and agency policies.

**Issue:**

Should the EPSB repeal the policy for approval of alternative route to certification programs?

**Background:**

In September 2000, the EPSB approved a policy and procedure for the approval of alternative route to certification programs offered under KRS 161028. This policy guided the program submission, review, and approval processes for colleges/universities, private contractors, the Kentucky Department of Education, and the Kentucky Virtual Campus until a regulation could be promulgated. In July 2007, 16 KAR 9:080 was enacted to establish the requirements for entry and completion of the teacher and administrator university-based alternative certification options, the responsibilities of the employing schools or school district, and the responsibilities of the approved college or university alternative program. The program approval process described in 16 KAR 5:010 will be used to guide the review and approval of future university-based alternative certification programs.

**Alternative Actions:**

1. Repeal the policy for approval of alternative route to certification programs.
2. Do not repeal the policy for approval of alternative route to certification programs.

**Recommendation:**

Alternative 1

**Rationale:**

With the promulgation of 16 KAR 9:080 it is no longer necessary to have the policy.

**Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Kim.Walters-Parker@ky.gov

**Date:**

March 4, 2013



**Education Professional Standards Board**  
**APPROVAL OF ALTERNATIVE ROUTE TO CERTIFICATION**  
**OFFERED UNDER KRS 161.028**  
**POLICY AND PROCEDURE**  
**September 11, 2000**

Pursuant to KRS 161.028, the Education Professional Standards Board ( hereinafter “the Board”) is directed to promote and approve alternative route to certification programs offered through colleges/universities, private contractors, the Kentucky Department of Education, or the Commonwealth virtual University. The following procedure shall be followed regarding the submission and approval of alternative programs offered under this statute. Alternative routes to certification established by the General Assembly in KRS 161.048 are governed by the requirements in that statute, related statutes, and corresponding administrative regulations, and are not included in this policy.

Kentucky Colleges and Universities:

A Kentucky college or university (public or private) that has received accreditation from the Board for its teacher education unit shall follow the following procedure:

- Submission and approval of alternative route to certification programs shall be done in accordance with the program approval requirements of 704 KAR 20:696, Section 17 (and its ensuing reference to Section 8 of the same regulation.)
- If the alternative route to certification program is offered in addition to or in conjunction with a previously approved, traditional program in the certification area(s), the alternative route shall be considered a “new” or “substantially revised” program as defined in Section 17 of this regulation.
- If college or university is requesting the alternative route program for one or several certification areas for which the teacher education unit has previously received approval, then the college or university may submit only (1) folio for approval denoting all the previously approved certification areas it intends to offer through the alternative route; this single folio must contain all relevant information delineated in Section 8 of 704 KAR 20:696 for each each certification area offered through alternative route. If the college or university is requesting the alternative route program for a new certification area for which the teacher education unit has not previously received approval, then the college or university shall submit an individual folio for each new program/certification area.
- Submission and approval of an alternative route program can occur at anytime during an accredited institution’s accreditation cycle and the Board will make diligent efforts to review and approve programs in a prompt and efficient manner.
- A college or university that has not received full accreditation of its teacher education units must submit alternative route programs in accordance with the timelines provided throughout 704 KAR 20:696 for institutions pursuing full accreditation.

Colleges and Universities located outside of Kentucky

A college or university having its parent institution geographically located outside of Kentucky, but which chooses to offer teacher education programs in Kentucky must meet all standards for accreditation as an institution established in 704 KAR 20:696 prior to submission of an alternative route to certification program. (See Accreditation of Preparation Programs Policy and Procedure November 8, 1999.) Following approval of the teacher education unit, the out-of-state college or university may submit alternative route programs under the same guidelines established above for Kentucky colleges and universities.

Kentucky Department of Education

For purposes relating to the submission and approval of alternative route to certification programs under KRS 161.028 (1)(q), the Kentucky Department of Education shall be considered an “accredited” teacher education unit shall adhere to the program approval requirements of 704 KAR 20:696, section 17 (and its ensuing reference to section 8 of the same regulation).

Kentucky Commonwealth Virtual University

For the purpose relating to the submission and approval of alternative route to certification programs under KRS 161.028 (1)(q), the Kentucky Commonwealth Virtual University shall be considered an “accredited” teacher education unit and shall adhere to the program approval requirements of 704 KAR 20:696, Section 17 (and its ensuing reference to Section 8 of the same regulation).

Private Contractors

KRS 161.028 (1)(q) allows the Board to approve alternative route to certification programs offered by private contractors. Private contractors must meet the accreditation standards established throughout 704 KAR 20:696 and the specific program approval guidelines established in Section 17 (and Section 8) of the administrative regulation. The Board shall review the merit of the request for approval and the fiscal and educational credibility of the “private contractor” offering the program; the Board will waive any requirements in 704 KAR 20:696 that it deems unduly restrictive to a private contractor’s request or to promotion of alternative routes.

The Board will promote and approve those alternative route to certification programs that, in its professional judgment, meet the same rigorous standards for obtaining and maintaining certification that govern traditional programs.

The Board will review the alternative route to certification programs in a fair and efficient manner, with balanced deference to quality and supply issues.

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item B**

**Action Item:**

University of the Cumberlands: Operation of Option 6 Program

**Applicable Statutes and Regulation:**

KRS 161.028; 16 KAR 5:010  
16 KAR 9:080

**Applicable Goal:**

Goal 1: Every approved educator preparation program meets or exceeds all accreditation standards and prepares knowledgeable, capable teachers and administrators who demonstrate effectiveness in helping all students reach educational achievement.

**Issue:**

Should the EPSB refer the University of the Cumberlands' Option 6 Program for further review to the Accreditation Audit Committee?

**Background:**

Under 16 KAR 9:080, University of the Cumberlands' Option 6 Program provides an alternative route for teachers employed under a Temporary Provisional Certificate to concurrently earn initial certification. After several concerns were brought to our attention, the EPSB staff has conducted a review of University of the Cumberlands' Option 6 program. Staff requested records of seven students who have completed the program. Two files were requested due to complaints from the students, and five files were chosen at random. All files were compared with regulation 16 KAR 9:080, University-based alternative certification program. Each file lacked required components. Additional documentation was requested on November 28, 2012 with a due date of January 15, 2013. The requested documents were received on January 30, 2013. EPSB staff reviewed the additional documentation and was unable to locate the requested components. The main issues arise in documentation of disposition evaluation, mentoring, observations, and communication between employing school and institution.

**Alternative Actions:**

1. Refer the matter to the Accreditation Audit Committee for further investigation
2. Do not refer the matter to the Accreditation Audit Committee for further investigation

**Contact Person:**

Dr. Kim Walters-Parker, Director  
Division of Educator Preparation  
(502) 564-4606  
E-mail: Kim.Walters-Parker@ky.gov

**Date:**

March 4, 2013

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### **16 KAR 9:080. University-based alternative certification program.**

RELATES TO: KRS 161.027, 161.028(1)(k), (s), (t), 161.030(10), 161.048

STATUTORY AUTHORITY: KRS 161.027(1), 161.048(1)(d), (7)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.048(1)(d) and (7) requires the Education Professional Standards Board to promulgate administrative regulations establishing the standards and procedures for a university alternative certification option for teacher and administrator certification. This administrative regulation establishes the requirements for entry and completion of the teacher and administrator university-based alternative certification options, the responsibilities of the employing school or school district, and the responsibilities of the approved college or university alternative program.

Section 1. Definitions. (1) "Alternative administrator program" means a college or university post baccalaureate administrator preparation program for an individual enrolled concurrently with employment in a local school district as an assistant principal, principal, assistant superintendent, guidance counselor, director of special education, director of pupil personnel, supervisor of instruction, or superintendent.

(2) "Alternative teacher program" means a college or university post baccalaureate teacher preparation program for an individual enrolled concurrently with employment as a teacher.

Section 2. University Requirements. (1) An accredited college or university seeking to offer a post baccalaureate alternative teacher or administrator program shall apply to the Education Professional Standards Board for program approval in accordance with 16 KAR 5:010.

(2)(a) In addition to the standards for program approval established in 16 KAR 5:010, the educator preparation institution seeking alternative teacher or alternative administrator program approval shall develop and publish a plan of selection and admission of candidates to the alternative program.

(b) The plan shall be filed with the Education Professional Standards Board and shall include:

1. A method to verify that an applicant has a minimum of a bachelor's degree from an accredited college or university and the minimum grade point average required for admission to the program;
2. One (1) or more assessments to measure academic proficiency for program admission;
3. An evaluation of a candidate's disposition for the education profession;
4. A procedure to ensure that a candidate reviews the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020; and
5. A copy of the declaration signed by a candidate affirming a commitment to upholding the Code of Ethics and acknowledging awareness of information required for state certification.

(3) The alternative program shall be designed to provide a candidate with the coursework and mentoring appropriate to permit a candidate to maintain employment in an eligible position and successfully complete any applicable assessments, including internship programs, within a period of:

(a) Three (3) years for those enrolled in an alternative teacher program; or

(b) Two (2) years for those enrolled in an alternative administrator program.

(4) Upon approval, the alternative teacher or administrator program unit shall:

(a) Assess a candidate's educational background and develop a plan of coursework that shall adequately prepare the candidate for successful completion of the requirements for program completion and certification for the areas and grade ranges that correspond with the candidate's school placement;

(b) Provide a candidate written and dated documentation of eligibility for the university alternative certification program so that the candidate may be considered for employment pursuant to KRS 160.345(2)(h);

(c) Ensure that a candidate begins course work no later than ninety (90) days from the date the eligibility notice is issued;

(d) Establish, in consultation with the administration of a candidate's employing school, a written plan for mentoring the candidate in the employment setting;

(e) Provide, prior to a candidate's participation in the Kentucky Teacher or Principal Internship Program, a minimum of fifteen (15) hours of observation of a candidate in practice in the employment setting utilizing university faculty and a district-based mentor teacher;

(f) Provide effective candidate mentoring by maintaining an adequate number of personnel and sufficient resources to ensure that candidates meet professional, state, and institutional standards, including successful transition to the professional certificate;

(g) Maintain regular communications with the employing school so that the institution and employing school may assist the candidate as needed and address identified areas of improvement; and

(h) Notify the Education Professional Standards Board in writing if a candidate's employment in a covered position or enrollment in the alternative certification program permanently ceases.

Section 3. Participation in the Alternative Teacher Program. (1) Participation in the institution's alternative teacher program shall be available only to individuals who meet the institution's alternative program admission requirements.

(2) A candidate's employment position shall be consistent with the area of certification being sought through the preparation program.

(3) After notice of acceptance into the alternative teacher program and subsequent notification of selection for an eligible position, a candidate shall apply for a Temporary Provisional Certificate by submitting a completed TC-TP Application for Temporary Provisional Certificate to the Education Professional Standards Board.

(4)(a) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a temporary provisional certificate.

(b) The temporary provisional certificate shall be:

1. Issued for a period of one (1) year;

2. Limited to the employing school district; and

3. Contingent upon the candidate's continued enrollment in the alternative preparation program and continued employment in an eligible position that corresponds to a candidate's certification program.

(5)(a) A candidate shall be eligible for no more than two (2) renewals of the temporary provisional certificate.

(b) Application for renewal shall be made by submitting a completed TC-TP form.

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(c) The Education Professional Standards Board shall renew the temporary provisional certificate upon verification of compliance with all eligibility requirements, including continued enrollment in the alternative preparation program and employment in an eligible position.

(6) If the candidate has successfully passed the required assessments as outlined in 16 KAR 6:010, and completed the required course work, the institution shall provide written notice to the employing school district that a candidate is eligible to participate in the Kentucky Teacher Internship Program in each subject area covered by the temporary provisional certificate and in accordance with 16 KAR 7:010.

(7) Upon receipt of the written notification regarding readiness for internship, the employing school district shall submit to the Education Professional Standards Board, a Confirmation of Employment in electronic form, or hard copy if the electronic system is unavailable.

(8) A candidate who failed to successfully complete the assessments, the internship, or the required coursework during the initial issuance and two (2) renewals of the temporary certificate and who has been transitioned into an institution's traditional educator preparation program, shall be eligible for a Statement of Eligibility upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.

(9) If a candidate fails to complete all alternative program requirements during the initial issuance and two (2) renewals of the temporary provisional certificate, the employing school district may, pursuant to 16 KAR 2:010, 2:120, and 2:180, submit an application for emergency or conditional certification on behalf of the former employee to allow the individual to continue employment.

Section 4. Participation in the Alternative Administrator Program. (1) Participation in the university alternative administrator program shall be available only to individuals who meet the institution's alternative program admission requirements.

(2) The employment position shall be consistent with the area of certification being sought through the preparation program.

(3) After notice of acceptance into the alternative administrator program and subsequent notification of selection for an eligible position, a candidate shall apply for a temporary provisional certificate by submitting a completed TC-TP Application for Temporary Provisional Certificate to the Education Professional Standards Board.

(4)(a) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a temporary provisional certificate.

(b) The temporary provisional certificate shall be:

1. Issued for a period of one (1) year;
2. Limited to the employing school district; and
3. Contingent upon the candidate's continued enrollment in the alternative preparation program and continued employment in an eligible position that corresponds to a candidate's certification program.

(5)(a) A candidate shall be eligible for no more than one (1) renewal of the temporary provisional certificate.

(b) Application for renewal shall be made by submitting a completed TC-TP form.

(c) The Education Professional Standards Board shall renew the temporary provisional certificate upon verification of compliance with all eligibility requirements, including continued enrollment in the alternative preparation program and employment in an eligible position.

(6)(a) If the alternative administrator candidate for principal certification has successfully passed the required assessments, as outlined in 16 KAR 6:030, and completed the required course work, the institution shall provide written notice to the district that the candidate is eligible to participate in the Kentucky Principal Internship Program in accordance with 16 KAR 7:020.

(b) Upon receipt of the written notification regarding readiness for internship, the employing school district shall submit a Confirmation of Employment in electronic form, or hard copy if the electronic system is unavailable, to the Education Professional Standards Board and shall assign individuals to the internship committee in accordance with the requirements established in KRS 161.027 and 16 KAR 7:020.

(7)(a) An alternative administrator candidate who failed to complete the assessments, the internship, or the required coursework during the initial issuance and one (1) renewal of the temporary provisional certificate and who has been transitioned into an institution's traditional preparation program, shall be eligible for an administrative certificate in the area of study upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.

(b) If the candidate was initially enrolled in the alternative program for principal, the candidate shall be eligible for a Statement of Eligibility upon recommendation of the institution after the candidate's completion of the preparation program and the required assessments.

(8)(a) During the period of enrollment in the alternative administrator program, a candidate seeking superintendent certification and serving in a local school district as a superintendent or assistant superintendent shall successfully complete both the coursework in the institution's alternative administrator program as well as the Superintendent Training Program and assessments required in KRS 156.111.

(b) The college or university faculty shall maintain contact with the employing school district and the Kentucky Department of Education regarding the completion of coursework to ensure that a superintendent candidate has completed the required coursework to prepare for the assessments and participation in the Superintendent's Training Program.

Section 5.(1) Upon completion of the alternative program, the assessments, and the internship or Superintendent's Training Program as applicable, the university shall provide a recommendation for the professional certificate on the candidate's TC-1 form.

(2) Upon verification that a candidate has met all eligibility requirements for certificate issuance, the Education Professional Standards Board shall issue a professional certificate.

Section 6. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "Application for Temporary Provisional Certification" Form TC-TP, May 2007;

(b) "Teacher Internship Statement of Eligibility-Confirmation of Employment as a Teacher", November 2004; and

(c) "Principal Internship Statement of Eligibility-Confirmation of Employment as Principal/Assistant Principal in an Accredited Kentucky School", May 2005.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, Third Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (33 Ky.R. 3567; 34 Ky.R. 10; eff. 7-19-2007.)

**EDUCATION PROFESSIONAL STANDARDS BOARD  
STAFF NOTE**

**Action Item C**

**Action Item:**

Kentucky Teacher Internship Program (KTIP) Appeals

**Applicable Statutes and Regulation:**

KRS 161.030

16 KAR 7:010, Section 9

**Applicable Goal:**

Goal 4: Every credentialed educator participates in a high quality induction into the profession and approved educational advancement programs that support effectiveness in helping all students achieve.

**Issue:**

Should the Education Professional Standards Board approve the recommendations of the Kentucky Teacher Internship Program (KTIP) Appeals Committee?

**Background:**

Pursuant to Section 9 of 16 KAR 7:010, a teacher intern may appeal the decision of the beginning teacher committee. Appeals by teacher interns must be reviewed by a committee of four persons—one teacher, one principal, one teacher educator, and the Executive Director of the EPSB or his/her designee. The Appeals Committee reviews the written appeal by the teacher intern, all beginning teacher committee reports, any additional documentation that accompanied the final report, any written responses from the members of the beginning teacher committee, and all other relevant information requested by the Appeals Committee.

The Appeals Committee may recommend that the EPSB *uphold* the final decision of the internship as unsuccessful, *not uphold* the final decision of the internship as unsuccessful, or *nullify* the final decision because of procedural errors, allowing the intern two additional opportunities to successfully complete the internship.

The recommendations made by the Appeals Committee will be sent under separate cover. A complete file for each intern will be made available for review at the March meeting.

**Alternative Actions:**

1. Approve the Appeals Committee recommendations.
2. Do not approve the Appeals Committee recommendations.

**Staff Recommendation:**

Alternative Action 1

**Rationale:**

The EPSB considers the Appeals Committee's recommendations, reviews the records, and issues a final decision on each case. The Appeals Committee followed proper review procedures under the guidance of an EPSB attorney, and the staff believes the recommendations are sound.

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**Contact Person:**

Mr. Gary Stephens, Staff Attorney  
Division of Legal Services  
(502) 564-4606  
E-mail: GaryA. Stephens@ky.gov

**Date:**

March 4, 2013