



# Education Professional Standards Board

June 2018 Update Memo

## EPSB Mission

*The Education Professional Standards Board, in full collaboration and cooperation with its education partners, promotes high levels of student achievement by establishing and enforcing rigorous professional standards for preparation, certification, and responsible and ethical behavior of all professional educators in Kentucky.*

The EPSB Goals, Strategies, Policies, Procedures, Strategic Plan and Annual Report may be found at <http://epsb.ky.gov> under Board Information.

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## June Board Meeting Start Time

The meeting of the Board scheduled for June 18, 2018, will start at 9:00 AM (EDT). This is a change from the originally published meeting time and is considered a special called meeting. Please note that the Board is scheduled to have a second reading of the meeting policy during the June meeting that will set the start time to 9:00 AM Eastern Time.

## Board Action Concerning Certification Issuance Process

During the May 3, 2018, special called meeting of the Education Professional Standards Board (EPSB), the Board took action on the certification issuance process affected by the suspension of the Kentucky Teacher Internship Program (KTIP).



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The action taken results in traditional or alternative route teacher candidates who are program completers and who have met all statutory and regulatory requirements, other than those outlined in KRS 161.030 pertaining to KTIP and related regulations, are to be issued a five (5) year professional certification until such time that KTIP is no longer suspended or removed from statutory requirements.

The Board recognizes that while these candidates have successfully completed a minimum of 200 clinical hours, student teaching, applicable assessments, and other requirements, mentoring during the first few years of their careers is crucial to their success as classroom teachers. Therefore, while not required, the Board highly encourages school districts to offer support through mentoring to these new teachers and to make full use of the internship resources located on the EPSB website (<http://epsb.ky.gov>).

The EPSB staff will be using the following process to issue these certificates:

- Candidate will submit an application;
- Educator Preparation Provider (EPP) will verify program completion;
- EPP will recommend for certification;
- Candidate will pay appropriate amount required through ePay;
- Once application is completed and all supporting documents have been received and verified, a Division of Certification consultant will review application and electronically issue the professional certificate.

## **Application Process for Teachers who Currently Hold a Valid Statement of Eligibility**

The applicant is to complete the following portions of the PAPER COPY of the [CA-1](#) Application:

- [CA-1](#) Page 1, section 1, sub section A – Personal Information
- [CA-1](#) Page 1, section 1, sub section B – Type of certificate requested (Check **Other** and write **Professional** on the line provided.)
- [CA-1](#) Page 3, section 3, sub section C – Disclosure of background information (Be sure to sign and date BOTH lines at the bottom of the page.)
- Sections 2 and 5 of the [CA-1](#) are not required to be completed.

Mail completed application to: EPSB, 100 Airport Rd, Third Floor, Frankfort, KY 40601.

There is an \$85 certification fee for the issuance of the 5-year Professional certificate. The fee must be paid online through ePay.

- CA-1: <http://www.epsb.ky.gov/mod/data/view.php?d=6&rid=46&filter=1>
- ePay: <https://wd.kyepsb.net/EPSB.WebApps/Login/EpaiIntroduction.aspx>



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## **Application Process for Teachers who Currently Hold an EXPIRED SOE (and never completed KTIP)**

To renew the expired Statement of Eligibility, either submit new Praxis II test passing scores required for the certification area, or complete an additional six (6) semester hours of approved graduate credit. Renewal of an SOE using six (6) graduate hours is a **one-time only option**.

The applicant is to complete the following portions of the PAPER COPY of the [CA-1](#) Application:

- [CA-1](#) Page 1, section 1, sub section A – Personal Information
- [CA-1](#) Page 1, section 1, sub section B – Type of certificate requested (Check **Statement of Eligibility** and write **Renewal** on the line provided AND Check **Other** and write **Professional**.)
- [CA-1](#) Page 3, section 3, sub section C – Disclosure of background information (Be sure to sign and date BOTH lines at the bottom of the page.)
- Sections 2 and 5 of the [CA-1](#) are not required to be completed.

Mail completed application to: EPSB, 100 Airport Rd, Third Floor, Frankfort, KY 40601.

There is an \$85 certification fee for the renewal of the SOE and issuance of the 5-year Professional certificate. The fee must be paid online through ePay.

- CA-1: <http://www.epsb.ky.gov/mod/data/view.php?d=6&rid=46&filter=1>
- ePay: <https://wd.kyepsb.net/EPSB.WebApps/Login/EpaiIntroduction.aspx>

## **Application Process for Traditional and Alternate Route Program Completers**

The applicant is to complete the [online](#) or [paper copy](#) of the CA-1 Application:

- If the candidate is completing the [Online CA-1](#), the application will be automatically sent to the Educator Preparation Provider for certificate recommendation.
- If the candidate is completing the [Paper copy](#) of the CA-1, send the completed application to the Educator Preparation Provider who will complete section 5 for certificate recommendation.

There is an \$85 certification fee for processing and issuance of the 5-year Professional certificate. The fee must be paid online through ePay.

- Online CA-1: <http://www.epsb.ky.gov/mod/page/view.php?id=363>
- Paper Copy CA-1: <http://www.epsb.ky.gov/mod/data/view.php?d=6&rid=46&filter=1>
- ePay: <https://wd.kyepsb.net/EPSB.WebApps/Login/EpaiIntroduction.aspx>

## **Certificate Retrieval and Verification**

Please note that the EPSB is **no longer printing and mailing educator certificates**. Educators can retrieve a copy of their certificate for applications that were approved after March 16, 2018, by logging into their



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EPSB account and clicking on *My Application Status* to download their certificate from a PDF file. For a copy of a certificate approved before March 16, 2018, a CA-2 will need to be submitted. Only the individual educator can access the certificate, as he or she must log into the personal EPSB account.

School districts should verify the educator's credential information listed on the printed copy certificate in Kentucky Educator Certification Inquiry (KECI) on the EPSB website.

## **Online Certification Applications (CA-1 and CA-TP)**

Both the CA-1 and CA-TP applications became active on Tuesday, May 1, 2018. Webinars were conducted for both educator preparation providers (EPP) and school districts earlier this spring. Please review those materials (see links below).

Questions should be directed to Daniel Clark ([DanielP.Clark@ky.gov](mailto:DanielP.Clark@ky.gov)). Please contact Daniel with any technical issues that may arise.

While the EPSB encourages the full use of the online application system, there is a grace period through the end of the fiscal year, June 30, 2018, during which paper applications will be accepted. If necessary, that grace period may be extended. Please note that the online process will allow for a more efficient certification application process and awarding of certificates.

EPP Online Application Process and Information Links (these items are located on the EPSB Division of Educator Preparation, Assessment and Internship website under Information for Educator Preparation Providers (EPP)).

- District Online Application Webcast (<http://www.epsb.ky.gov/mod/url/view.php?id=191>)
- FAQ for Online Application Process for EPPs (<http://www.epsb.ky.gov/mod/page/view.php?id=196>)
- Webcast PPT for EPP Online CA-1 Process (<http://www.epsb.ky.gov/mod/resource/view.php?id=197>)
- Webcast PPT for EPP Online CA-TP Process (<http://www.epsb.ky.gov/mod/resource/view.php?id=198>)

School District Online Application Process and Information Links (these items are located on the EPSB Division of Certification website under Information for School Districts).

- Online Application Process Webcast (<http://www.epsb.ky.gov/mod/url/view.php?id=192>)
- FAQ for Online Application Process for School Districts (<http://www.epsb.ky.gov/mod/page/view.php?id=199>)
- Webcast PPT for School District Online CA-1 Process (<http://www.epsb.ky.gov/mod/resource/view.php?id=200>)



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- Webcast PPT for School District Online CA-TP Process  
(<http://www.epsb.ky.gov/mod/resource/view.php?id=201>)

## **Student Teachers Must Obtain a Letter from the Cabinet for Health and Family Services**

Recently the EPSB has received questions regarding the requirement that student teachers obtain a letter from the Cabinet for Health and Family Services verifying that the individual has no findings of child abuse or neglect against them. Kentucky Revised Statute (KRS) 160.380(4) states “No superintendent shall employ in any position in the district any person who is a violent offender or has been convicted of a sex crime as defined by KRS 17.165 which is classified as a felony or persons with a substantiated finding of child abuse or neglect in records maintained by the Cabinet for Health and Family Services.”

Section 5(a) of the statute goes on to say, “A superintendent shall [...] require a letter, provided by the individual, from the Cabinet for Health and Family Services indicating the individual is clear to hire based on no findings of substantiated child abuse or neglect found through a background check of child abuse and neglect records maintained by the Cabinet for Health and Family services on all new certified hires in the school district and ***student teachers assigned within the district.***” With the passage of SB101 (18 RS), the updates to KRS 160.380 are in effect.

Please be aware that EPSB is not involved with the letters from the Cabinet for Health and Family Services. This reminder is being distributed for information purposes only. You may wish to consult the full text of KRS 160.380 or contact the Cabinet for Health and Family Services with any questions.

## **Model Code of Ethics for Educators Endorsement**

At its February 12, 2018, meeting, the Board endorsed the [Model Code of Ethics for Educators](#) (MCEE) for use by school districts and educator preparation providers (EPPs).

Research indicates that the average classroom teacher makes hundreds, if not thousands, of important decisions each day, and each decision has consequences. It is clear that the vast majority of teachers make appropriate decisions, but what is not clear is the personal struggle and professional energy that goes into the often lonely process of professional decision-making. For 150 years of public school history, educators have not shared a common language of ethics that can support and guide decisions regarding professional practice.

The MCEE serves as a guide for future and current educators faced with the complexities of P-12 education. The code establishes principles for ethical best practice, mindfulness, self-reflection and decision-making, setting the groundwork for self-regulation and self-accountability. The establishment



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of this professional code of ethics, constructed by educators for educators, honors the public trust and upholds the dignity of the profession.

The Board views the MCEE as a complimentary document to the Professional Code of Ethics for Kentucky Certified School Personnel.

Please visit our website at <http://www.epsb.ky.gov/mod/page/view.php?id=217> for MCEE resources to begin using in your districts and programs. By the end of the Fall 2018 semester, staff will begin surveying school districts and EPPs regarding their use of the MCEE. The Board's Code of Ethics Review Committee will then meet to review feedback and determine what, if any, additional steps should be taken.

For a more in-depth look into the creation of the MCEE, and its importance in helping educators make ethical decisions, please see the following videos:

- <https://vimeo.com/223323342> - The educators in this video were part of the team of educators who developed the MCEE.
- <https://vimeo.com/263466346> - A conversation on the realities of classroom decision making.
- <https://vimeo.com/262153068> - A follow-up conversation on how the MCEE helps guide educators in making decisions.

## **Ethics Seminars**

The Division of Educator Ethics provides ethics training and seminars to schools, districts, educator preparation programs, and school associations free of charge. Staff can modify the presentation to fit the particular needs of the audience. To schedule an event, please email your request to [EPSBEducatorEthics@ky.gov](mailto:EPSBEducatorEthics@ky.gov).



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## Meetings Across the State

6/4/2018	GRREC	Board Meeting
6/7-8/2018	EPSB	UPPI Meeting
6/8/2018	NASDTEC	Board Meeting
6/9/2018	PESBA	Board Meeting
6/9/2018	NASDTEC	Southern Region Meeting
6/10-12/2018	NASDTEC	Annual Conference
6/13/2018	NKCES	Board Meeting
6/14/2018	SESC	Board Meeting
6/18/2018	EPSB	Board Meeting
6/20/2018	CKEC	Board Meeting
6/25-26/2018	KACTE	Annual Conference
6/27/2018	KVEC	Board Meeting
6/27/2018	OVEC	Board Meeting

The next meeting of the EPSB is Monday, June 18, 2018, at 9:00 AM (Eastern Time) in Conference Room A, 100 Airport Road, 3rd Floor, Frankfort, Kentucky. This is a change from the originally published meeting time and is, therefore, considered a special called meeting.

EPSB meeting agendas may be found one week prior to the meeting on the EPSB website (<http://epsb.ky.gov>) under Board Information.