

# Kentucky Ed Prep Update

From the Kentucky Education Professional Standards Board's Educator Preparation Division

February 17, 2014

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## EPSB Update memo

The December 2013 Update Memo from EPSB Executive Director Robert Brown is available at <http://www.epsb.ky.gov/boarinfo/news.asp>.

## Calendar Notes

### AACTE Annual Conference

March 1-3, 2014  
J.W. Marriott Indianapolis, Indianapolis, IN

### EPSB March meeting

March 3, 2014  
9:00 a.m. EST  
Agenda posted 10 days prior to the meeting.

### CAEP Spring Conference

March 26-28, 2014  
Renaissance Nashville Nashville, TN

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## CAEP Alliance Update

At the January 27 EPSB meeting, Kentucky renewed its participation in the CAEP State Alliance for Clinical Preparation and Partnerships. Work is underway to develop a Kentucky network of Alliance affiliates. The EPSB is expected to consider a proposal at its April 28, 2014, meeting.

If you would like to know more about Kentucky's Alliance affiliate and possibly participate, watch this newsletter for updates. To learn more about the CAEP Alliance's national agenda, consult the States area on the [CAEP web site](#).

## Option 6 Alternative Certification Regulation Changes in Effect

Option 6 programs and their district partners are implementing procedural changes as a result of revisions to [16 KAR 9:080](#) that took effect on December 6, 2013. A Frequently Asked Questions Regarding Option 6 document is being emailed with this newsletter. That document includes contact information regarding Option 6 certification and program approval. If you did not receive the document, please email the [Division of Educator Preparation](#) so we can provide it to you.

## Funding Opportunity

The [Kentucky Center for Mathematics](#) has issued an RFP for funding to enhance mathematical development of gifted and talented students. Amounts of up to \$10,000 per awardee will be available. For more information, contact [Daniel McGee](#), Executive Director of KCM, at [mcgeed4@nku.edu](mailto:mcgeed4@nku.edu).

## Physical Restraint and Seclusion Training Available

704 KAR 7:160, Use of Physical Restraint and Seclusion, establishes training requirements for "all school personnel." The Kentucky Department of Education defines "[all school personnel](#)" as "anyone performing a function that would typically be performed by school employees is included as 'school personnel' and must be provided the training."

Because student teachers perform functions typically performed by school employees, 704 KAR 7:160's requirements extend to student teachers. [Online training](#) is available through Kentucky Educational Television. Educator preparation programs maintain records to demonstrate their student teachers have met this training requirement.

## CAEP Issues a Call for Service

CAEP is actively recruiting qualified volunteers for important positions within the accreditation system. Positions include committee membership assignments, site visitor (formerly Board of Examiners) positions, and program-specific feedback option reviewers.

Participating in national accreditation is an excellent way to learn more about the accreditation process and is a service to educator preparation. To submit nominations (including self-nominations), visit the [CAEP Call for Service](#) web page. Application materials are due by 11:59 p.m. on March 14, 2014.

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## EPSB Announcements from January 27 KACTE Meeting

- ☛ On January 26, Dr. Jim Cibulka, [CAEP](#) President, provided the board an overview of the new CAEP standards, and Allison Bell described the program approval and accreditation process.
- ☛ KCEWS: Kate Akers & Charles McGrew reported on a [KCEWS](#) project involving higher education reports akin to the [High School Feedback Reports](#).
- ☛ Faculty, staff, candidates, P-12 partners, and others are encouraged to [subscribe](#) to the Ed Prep Newsletter for regular ed prep updates.
- ☛ Until September 2014, applicants should take the [PPST](#). After that they should take the CASE/CORE. Previously earned PPST scores will be usable after that date.
- ☛ Network for Transforming Educator Preparation ([NTEP](#)) Grant updates will be in the newsletter when they are available.
- ☛ As EPSB staff use submitted data more frequently, we see a need to improve data quality. Some of the submitted data are reported to Title II, are [reported publicly](#), will be used for accountability, etc., so please submit clean and complete data.
- ☛ Admission/Exit Reporting: Every candidate program change—even internal to the EPP--must be reported. Moving from one program to another requires an exit and an admission.
- ☛ [16KAR 9:080](#) requires concurrent employment and enrollment for Option 6 Temporary Provisional certification. Candidates must be employed while enrolled, and vice versa.
- ☛ Option 6: A mentoring plan must accompany each TC/TP. EPSB staff and districts are working on a template for IHE review.
- ☛ Guest [George Ann Rice](#) announced a support network for Option 6 Special Educators. IHEs may [contact her](#) for details.
- ☛ [Co-Teaching](#) Train the Trainer Workshop with St. Cloud experts Nancy Bacharach and Teresa Heck will be available in [Lexington, June 11 & 12](#). Minimum registration is 25.

## Student Teaching Assignments: Training Requirements for Supervisors & Snow Day Inquiries

[16 KAR 5:040](#) establishes requirements for student teaching experiences, including training requirements for cooperating teachers and university supervisors. If educator preparation programs or partner districts have questions about eligibility or other student teaching placement questions, they may contact Sandra Stanley at [Sandra.Stanley@ky.gov](mailto:Sandra.Stanley@ky.gov).

It is important for programs to make placements as soon as possible so cooperating teacher eligibility and proper placements can be assured. Most programs are currently making placements for the fall 2014 semester.

Due to the unusual weather in the spring 2014 semester, many school districts have had extended school closings. If school closings have affected a candidate's opportunity to complete the 70 required days of student teaching, the program must contact Sandra Stanley at [Sandra.Stanley@ky.gov](mailto:Sandra.Stanley@ky.gov) to learn about possible options for the candidate.

## Data You Can Use

The Kentucky Center for Education and Workforce Statistics has released the 2014-2015 [Kentucky County Profiles](#). The profiles provide population, income, employment, and education data for each Kentucky county, including 2013 graduates' high school grades, ACT scores, colleges and universities attended, and financial aid eligibility. This information helps develop a contextual understanding of counties and regions within the state.

## Whom to Contact in EPSB Ed Prep

Allison Bell  
[allison.bell@ky.gov](mailto:allison.bell@ky.gov)  
Accreditation and  
Program Reviews

Dianna Carr  
[diannan.carr@ky.gov](mailto:diannan.carr@ky.gov)  
Edmodo Certificates

Lauren Graves  
[lauren.graves@ky.gov](mailto:lauren.graves@ky.gov)  
Edmodo; KFETS;  
Admission and Exit  
Reporting

Janice Linville  
[janice.linville@ky.gov](mailto:janice.linville@ky.gov)  
Travel Reimbursement  
and Payments

Linda Nickel  
[linda.nickel@ky.gov](mailto:linda.nickel@ky.gov)  
SB1/ Unbridled Learning  
Training (out of office  
through March; contact  
Kim Walters-Parker)

Sandra Stanley  
[sandra.stanley@ky.gov](mailto:sandra.stanley@ky.gov)  
Student Teaching  
Assignments

Kim Walters-Parker  
[kim.walters-parker@ky.gov](mailto:kim.walters-parker@ky.gov)  
Regulations, Compliance,  
Committees, External  
Agencies

**All Ed Prep staff have additional areas of responsibility. If you do not see a contact for your question, email Janice Linville for assistance.**

## Frequently Asked Questions Regarding Option 6, University-Based Alternative Certification Programs: Information for Educator Preparation Providers

February 18, 2014

Several questions have arisen recently regarding Option 6 program requirements, admission requirements, and requirements for continued enrollment. Some of these questions are related to changes that took effect December 6, 2013, and others are related to aspects that have been unchanged for several years. It is critical for Option 6 programs, applicants, and employing districts to understand the requirements of [16 KAR 9:080](#). *This document is not a guide for districts that hire Option 6 candidates nor is it a comprehensive explanation of [16 KAR 9:080](#); rather, it addresses frequently asked questions specific to Option 6 for teachers. If you have other questions, please consult the regulation itself or contact the Division of Certification or the Division of Educator Preparation at the Education Professional Standards Board. Email addresses are provided at the end of this document.*

**Q:** What makes Option 6 different from other routes to certification?

**A:** Kentucky offers several [alternative routes to certification](#), each of which allows an individual to begin teaching before completion of a preparation program. Option 6 is the most common of these routes. The Option 6 routes for teachers require *enrollment* in an approved Option 6 certification program *concurrent with employment* as a teacher. Based on this distinction, an Option 6 program is inherently different from a program in which candidates who have degrees pursue certification through a traditional program at the graduate level but are not concurrently employed as a teacher.

**Rationale:** Option 6 is intended to help districts fill teaching positions with individuals who possess appropriate content expertise but have not completed an educator preparation at that time; since these teachers are placed in a classroom concurrent with enrollment in the preparation program, it is important for the preparation program, the employing district, and the candidate to ensure the Option 6 program and the employing district support that teacher as s/he takes on the responsibilities of a classroom teacher.

**Q:** Do Option 6 programs have to be tailored to Option 6 candidates?

**A:** Yes. 16 KAR 9:080, Section 3(2) makes this distinction clear:

In addition to the standards for program approval established in 16 KAR 5:010, the educator preparation institution seeking alternative certification teacher program approval shall design the alternative certification teacher program to provide a candidate with the coursework and mentoring necessary 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 certification teacher program.

In addition, 16 KAR 9:080, Section 3(3)(a) requires that each candidate's needs be considered individually:

Upon approval, the alternative certification 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.

**Rationale:** Alternative certification through Option 6 allows an individual who has not previously been prepared for the teaching position to assume instructional responsibilities as the teacher of record. The needs of these individuals differ from those of candidates whose development and preparation are scaffolded throughout multiple semesters of coursework, field experiences, and supervised student

teaching. To ensure the needs of all P-12 learners are met, alternative certification programs must address the unique needs of their candidates through appropriately designed programs.

**Q:** Which comes first, admission to the Option 6 program or employment?

**A:** After the applicant has met all of the requirements for admission to an Option 6 program, the approved Option 6 program provides the applicant written and dated documentation that s/he is eligible for the alternative certification program. At that point, the applicant may be considered for employment in a Kentucky school district. 16 KAR 9:080, Section 3(3)(c) requires programs to “[e]nsure that a candidate begins the coursework no later than 90 days from the date the eligibility notice is issued.”

**Rationale:** Because Option 6 requires concurrent enrollment and employment, program applicants cannot be admitted to an Option 6 program without an offer of employment. At the same time, applicants cannot be hired without presenting signed and dated evidence they are eligible to be admitted to the Option 6 program once they are offered employment. Only after admission and employment may the Temporary Provisional certificate be issued. Although hiring decisions may be made after the Option 6 program has begun coursework for the semester, the candidate is to be observed and mentored throughout enrollment in the program so s/he is in the best position to address the P-12 students’ instructional needs, and coursework must begin within 90 days of issuance of the eligibility notice.

**Q:** What else does the Option 6 program have to do before the applicant can be issued a Temporary Provisional Certificate?

**A:** Once the applicant secures an offer of employment, the candidate must be admitted to the Option 6 program and a mentoring plan must be developed. Admission must be reported to the EPSB via the EPSB’s online system. The Option 6 program must work collaboratively with the district to develop the required mentoring agreement described below.

**Q:** What does the school district have to do if it wants to employ an applicant who is eligible for admission to an Option 6 program?

**A:** Once the applicant presents documentation that s/he is eligible for admission to the Option 6 if offered employment, an offer of employment may be made through the district’s normal employment procedures. If the applicant is offered employment, the superintendent in the district is responsible for requesting the Temporary Provisional certificate from the EPSB. The employing district must submit the completed TC-TP with a signed copy of the mentoring agreement between the Option 6 program and the employing school. The mentoring agreement must meet the requirements outlined in 16 KAR 9:080, Section 3(3)(d). The candidate must submit an official college transcript from each college or university attended.

**Rationale:** This sequence helps ensure that all parties are aware of the applicant’s certification status and places the responsibilities of an employer on the district. Collaboration between the Option 6 program and the employing district is essential to ensuring the candidate is prepared to accept the responsibilities of classroom teaching. Option 6 offers a certification route for individuals who have been hired as classroom teachers prior to completion of a preparation program; appropriate planned coursework and the support of both the district and the preparation program help ensure that the individual carries out his/her responsibilities as a teacher of record for children in the P-12 classroom.

**Q:** What are the requirements for the mentoring agreement?

**A:** As of December 6, 2013, the EPP and the employing school must develop a written mentoring agreement in collaboration with the employing school’s administration. 16 KAR 9:080, Section 3(3)(d) provides the requirements for the alternative certification program:

1. Prior to the candidate's enrollment in the Kentucky Teacher Internship Program 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, as follows:
  - a. A minimum of five (5) hours of observation by university faculty;
  - b. A minimum of five (5) hours of observation by a district-based mentor; and
  - c. A minimum of five (5) hours of observation by either the university faculty or the district-based mentor;
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;

**Rationale:** Since the Option 6 candidate has not completed an educator preparation program, it is essential that s/he be observed and provided additional mentoring. Until the candidate begins KTIP, the minimum amount of observation is 15 hours per year. The required observations of the candidate practicing instruction in the classroom are intended to allow the university faculty and the district-based mentor to become aware of the candidate's strengths and areas for growth so the candidate may benefit from the feedback and expert guidance beyond what is available through the Option 6 coursework itself. The EPSB adopted this 5/5/5 plan to ensure that both the Option 6 program and the district are represented in this process while providing flexibility to ensure the needs of individual candidates are met. The other information is needed to ensure all collaborating parties are aware of who is responsible for working with the candidate.

**Summary of the Process:** (1) program determines applicant meets requirements and provides written and dated documentation that s/he is eligible for hire; (2) district offers position; (3) district and program develop the mentoring plan, communication plan, and address other matters; (4) program admits candidate; (5) district applies to EPSB for candidate certification. At that point, implementation of the plans begins.

**Q:** Does the Option 6 program have other responsibilities?

**A:** Yes. The program must have a communication plan with the employing school to ensure the candidate's needs are identified and addressed. In addition, the program must notify the EPSB in writing if the candidate's employment as a teacher or enrollment in the Option 6 program ends.

**Rationale:** As a classroom teacher who has not yet completed a certification program, the Option 6 candidate will require support while carrying out his or her instructional responsibilities and other duties. A communication plan will help the candidate, the Option 6 program, and the employing school ensure that appropriate support can be provided in a timely and effective manner. Since Option 6 requires concurrent enrollment and employment, both enrollment and employment must be maintained for the candidate to retain the Temporary Provisional certificate.

If you would like more information about certification via Option 6, please contact John Fields, Director, Division of Certification, at [John.Fields@ky.gov](mailto:John.Fields@ky.gov). If you have questions about your Option 6 program approval, please contact Allison Bell, Program Consultant in the Division of Educator Preparation, at [Allison.Bell@ky.gov](mailto:Allison.Bell@ky.gov).