

**EDUCATION AND LABOR CABINET**  
**Education Professional Standards Board**  
**(New Administrative Regulation)**

**16 KAR 9:110. Expedited route to certification.**

RELATES TO: KRS 161.028, 161.030, 161.048

STATUTORY AUTHORITY: KRS 161.028, 161.030, 161.048

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.048 directs the Education Professional Standards Board (EPSB) to adopt administrative regulations establishing standards and procedures for the alternative routes to certification. This administrative regulation establishes the standards and procedures of the Option 9 expedited route to certification.

**Section 1. Route Providers.**

- (1) Expedited routes to certification shall be provided by a Kentucky public school district or group of districts in partnership with a college or university with an accredited educator preparation provider (EPP) recognized by the EPSB.
- (2) The expedited route program shall only include the EPP's existing undergraduate initial certification educator preparation programs approved by the EPSB.
- (3) Providers shall submit an application to the EPSB that includes:
  - (a) An agreement between the district or group of districts and the EPP to collaborate on the expedited route program.
  - (b) An understanding between the district and EPP that the expedited route program shall not negatively impact the accreditation of the EPP.
  - (c) Contact information for the EPP leader and the district or group of districts leader.
  - (d) Description of when the expedited route program is offered, the method of delivery and the certification areas included.
  - (e) A process to maintain regular communication between the employing school and EPP so that the EPP and employing school may assist the resident as needed and address identified areas of improvement.
  - (f) Explanation of how the district or group of districts in cooperation with the EPP shall address the program requirements contained in Sections 2, 3 and 4 of this administrative regulation.

**Section 2. Residency.**

- (1) All candidates for the expedited route to certification shall meet the admission requirements established in 16 KAR 5:020.
- (2) Candidates shall be employed in a classified position with the district while completing coursework from the EPP expedited route program.
- (3) A resident shall not have responsibility for the supervision or instruction of P-12 students without the direct supervision of a certified educator.
- (4) The district in consultation with the EPP shall ensure that the resident receives training on the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020.
- (5) The resident shall adhere to the Professional Code of Ethics for Kentucky School Certified Personnel established in 16 KAR 1:020.
- (6) The district shall provide coaching and mentoring of the resident throughout the program.
- (7) If the district terminates the resident from classified employment, the EPP may transfer the resident to a traditional preparation program but the resident shall no longer be enrolled in the expedited route.

(8) Students wishing to transfer from another route to the expedited route shall be in good standing with their EPP.

(9) Students transferring to the expedited route shall be required to complete the field experience and student teaching outlined in Sections 3 and 4 of this administrative regulation.

### Section 3. Field Experience.

(1) During the first two (2) years of the residency, the district shall ensure that the candidate shall complete a minimum of two hundred (200) clock hours of field experiences in a variety of primary through grade 12 school settings which allow the candidate to participate in the following:

(a) Engagement with diverse populations of students which include:

1. Students from a minimum of two (2) different ethnic or cultural groups of which the candidate would not be considered a member;
2. Students from different socioeconomic groups;
3. English language learners;
4. Students with disabilities; and
5. Students from across elementary, middle school, and secondary grade levels;

(b) Observation in schools and related agencies, including:

1. Family Resource Centers; or
2. Youth Service Centers;

(c) Student tutoring;

(d) Interaction with families of students;

(e) Attendance at school board and school-based council meetings;

(f) Participation in a school-based professional learning community; and

(g) Opportunities to assist teachers or other school professionals.

(2) The district shall maintain and share with the EPP electronic records that confirm all residents have fulfilled the field experiences required in subsection (1) of this section.

### Section 4. Student Teaching.

(1) During the third year of the residency, the district shall provide opportunities for the student teacher to assume major responsibility for the full range of teaching duties, including extended co-teaching experiences, in a real school situation under the guidance of qualified personnel from the district and EPP. The EPP and the school district shall make reasonable efforts to place residents in settings that provide opportunities for the resident to develop and demonstrate the practical skills, knowledge, and professional dispositions essential to help all P-12 students learn and develop.

(2) The resident shall be placed in a setting that is consistent with his or her planned certification content and grade range.

(3) The placement shall provide the resident with the opportunity to engage with diverse populations of students.

(4) The third year of residency shall be in instructional settings that correspond to the grade levels and content areas of the resident's certification program. Specifically:

(a) Residents pursuing a primary through grade 12 certificate shall have their student teaching balanced between an elementary school placement and middle school or high school placement.

(b) Residents pursuing an elementary certificate shall have their student teaching balanced between a placement in primary through grade 3 and a placement in grade 4 or grade 5.

(c) Residents seeking dual certification in either middle school or secondary content areas shall have equal placements in both content areas.

(5) The district shall place the resident with a cooperating teacher or teachers who have:

(a) A valid teaching certificate or license for each grade and subject taught;

- (b) At least three (3) years of teaching experience as a certified educator; and
- (c) Completed the cooperating teacher training in Section 1 of 16 KAR 5:040.
- (6) A teacher assigned to a teaching position on the basis of a provisional or emergency certificate issued by the EPSB shall not be eligible for serving as a cooperating teacher.
- (7) The district or group of districts shall share with the EPP and file an electronic report with the EPSB which identifies the following:
  - (a) Each resident completing the third year;
  - (b) The resident's assigned school;
  - (c) The cooperating teacher assigned to each resident;
  - (d) The cooperating teacher's area of certification;
  - (e) The cooperating teacher's years of experience as a certified or licensed educator.
- (8) The EPP shall assign a supervisor to the third-year resident. The supervisor shall conduct a minimum of four (4) observations of the resident in the actual teaching situation.
- (9) The observations may be remote.
- (10) The observation reports shall be filed as a part of the student teacher record and used as a validation of the supervisory function.
- (11) The EPP supervisors shall be available to work with the resident and personnel in the district regarding any problems that may arise relating to the student teaching situation.
- (12) The EPP supervisors shall complete the university supervisor training in Section 4 of 16 KAR 5:040.
- (13) The district shall maintain and share with the EPP electronic records that confirm that all third-year residents meet the requirements of this section.

#### Section 5. Application Review.

- (1) Applications to provide an expedited route to certification shall be submitted to EPSB staff.
- (2) EPSB staff shall complete an initial review to ensure that the application addresses the requirements of KRS 161.048(10) and this administrative regulation.
  - (a) If EPSB staff determines that the application addresses the requirements, it shall be forwarded to the EPSB for review at an EPSB meeting.
  - (b) If EPSB staff determines that the application does not address all the requirements, staff shall notify the provider of the deficiencies.
- (3) The EPSB shall review the application, shall approve or deny each application, and shall transmit the decision and rationale for the decision to the provider.
- (4) The provider may revise and resubmit a plan that has been denied.
- (5) Any approval granted by the EPSB shall specify the period of approval, which shall not exceed three (3) years for initial approval. Providers may apply for an extension of approval as outlined in Section 6 of this administrative regulation.

#### Section 6. Continuance of Program Approval.

- (1) An expedited route provider may apply for continuance of an approved expedited route program for an additional period of time not to exceed seven (7) years. The request for continuance shall specify any changes in program components that have occurred since the program received prior EPSB approval and that are planned for implementation in subsequent training periods.
- (2) The request for continuance shall provide specific examples of demonstrating program quality. The request for continuance shall set forth statistical information related to teacher retention for all prior candidates who have completed the program. Standards for program approval and program quality specified under this administrative regulation shall be maintained under any program extension.

#### Section 7. Revocation for Cause.

- (1) If an area of concern or an allegation of misconduct arises after approval, staff shall bring a complaint to the EPSB for initial review.
- (2) After review of the allegations in the complaint, the EPSB may refer the matter for further investigation.
- (3)
  - (a) Notice of the EPSB's decision to refer the matter and the complaint shall be sent to the provider.
  - (b) Within thirty (30) days of receipt of the complaint, the provider shall respond to the allegations in writing and provide evidence pertaining to the allegations in the complaint to the EPSB.
- (4)
  - (a) Staff shall review any evidence supporting the allegations and any information submitted by the provider.
  - (b) Staff may conduct on-site evaluations to evaluate the quality of the programs.
  - (c) Upon completion of the review, staff shall issue a report recommending to the EPSB continued approval of the expedited route program or revocation of the expedited route program if it no longer meets the standards and requirements for approval.
- (5) The provider shall receive a copy of staff's report and may file a response to the recommendation.
- (6)
  - (a) The recommendation from staff and the provider's response shall be presented to the EPSB.
  - (b) The EPSB shall consider the report and the provider's response and make a final determination regarding the approval of the institute.

#### Section 8. Appeals Process.

- (1) If a provider seeks appeal of an EPSB decision, the provider shall appeal within thirty (30) days of receipt of the EPSB official notification. A provider shall appeal on the grounds that:
  - (a) A prescribed standard was disregarded;
  - (b) A procedure was not followed; or
  - (c) Evidence of compliance in place at the time of the review and favorable to the provider was not considered.
- (2) An appeals panel of no fewer than three (3) members shall be appointed by the EPSB chair from members of the EPSB who do not have a conflict of interest regarding the provider or program. The ad hoc committee shall recommend action on the appeal to the full EPSB.
- (3) The consideration of the appeal shall be in accordance with KRS Chapter 13B.

#### Section 9. Data Reports.

- (1) The EPSB shall maintain data reports related to the following:
  - (a) Approval status of all EPSB approved expedited route programs;
  - (b) Contact information for the person responsible for the expedited route program;
  - (c) Year of last program review;
  - (d) Tables relating the program total enrollment disaggregated by ethnicity and gender for the last three (3) years;
  - (e) Tables relating the program faculty disaggregated by the number of full-time equivalents (FTE), ethnicity, and gender for the last three (3) years;
  - (f) Table of the number of program completers for the last three (3) years;
  - (g) Table relating pass rates on the required assessments;
  - (h) Table relating program completer satisfaction with the preparation program; and

- (i) Table relating new teacher (under three (3) years) and supervisor satisfaction with the preparation program.
- (2) Providers shall report to the EPSB staff at the end of each school year continuous improvement efforts relating to the expedited route program.

Section 10. Professional Certificate.

- (1) Upon completion of all program requirements of the expedited route, and compliance with the assessment requirements established in 16 KAR 6:010, the resident may apply for the professional certificate.
- (2) Upon application to the EPSB, compliance with 16 KAR 2:010, Section 3(1), and verification that a candidate has met all eligibility requirements for certificate issuance, the EPSB shall issue the candidate a professional certificate.

*JUSTIN MITCHELL, Board Chair*

APPROVED BY AGENCY: July 8, 2022

FILED WITH LRC: July 13, 2022 at 3:50 p.m.

**PUBLIC HEARING AND COMMENT PERIOD:** A public hearing on this proposed administrative regulation shall be held on September 26, 2022, at 10:00 a.m. in the State Board Room, Fifth Floor, 300 Sower Boulevard, Frankfort, Kentucky. Individuals interested in being heard at this meeting shall notify this agency in writing five working days prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing is received by that date, the hearing may be canceled. This hearing is open to the public. Any person who wishes to be heard will be given an opportunity to comment on the proposed administrative regulation. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through September 30, 2022. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to:

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