

**EDUCATION AND LABOR CABINET**  
**Education Professional Standards Board**  
**(Amendment)**

**16 KAR 4:060. Certificate renewals and teaching experience.**

RELATES TO: KRS 161.020, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020, 161.028, and 161.030 require that a teacher and other professional school personnel hold a certificate of legal qualification for his or her respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board (EPSB). KRS 161.020 provides that the validity and terms for the renewal of a certificate shall be determined by the laws and administrative regulations in effect at the time the certificate was issued. This administrative regulation establishes certificate renewal provisions and the requirements for successful teaching experience for certificate issuance and renewal.

Section 1. Certificate Renewals.

(1) If the renewal of a teaching certificate requires the completion of additional academic course work in lieu of teaching experience, the credits shall be selected from a nationally or regionally accredited postsecondary institution.

(2) Except as provided in KRS 161.030(3), a teaching certificate shall be issued for a duration period of five (5) years, with provision for subsequent five (5) year renewals.

(3)

(a) A certificate shall be renewed for subsequent five (5) year periods upon application to the EPSB, compliance with 16 KAR 2:010, Section 3(1), and proof of the completion of:

1. Three (3) years of successful teaching experience as established in Section 2 of this administrative regulation; or
2. At least six (6) semester hours of credit.

(b) The requirements of this subsection shall apply to teachers who have completed the Fifth Year Program renewal requirements established in 16 KAR 8:020 and 16 KAR 2:010, Section 3.

(4) The renewal requirements shall be completed by September 1 of the year of expiration of the certificate.

(5)

(a) Upon expiration, a regular certificate shall be extended for one (1) time for the one (1) year period immediately following the expiration date if:

1. The educator submits an application to the EPSB and complies with 16 KAR 2:010, Section 3(1);
2. The certificate holder has completed at least one-third (1/3) of the renewal requirements; and
3. The extension is requested by the employing school superintendent.

(b) If the requirements of paragraph (a) of this subsection are met, the remainder of the renewal requirements shall be completed within the one (1) year period of reinstatement.

(6)

(a) Experience in the armed forces of the United States of America shall be accepted toward the renewal of a teaching certificate in lieu of required teaching experience as established in Section 2 of this administrative regulation, if the applicant held a valid certificate prior to entering military service.

- (b) The validity period of a certificate held by a person at the time of entry into the armed forces of the United States of America shall be extended for the same period of time for which it was valid at the time of entry, beginning from the date of discharge.
- (7) For a certificate requiring teaching experience for renewal, experience as a substitute teacher shall be accepted in lieu of required teaching experience as established in Section 2 of this administrative regulation if the holder of the certificate:
- (a) Was employed officially by the local board of education;
  - (b) Was paid through the board of education; and
  - (c) Substituted in a certified position no less than thirty (30) teaching days per semester or sixty (60) teaching days per school year.
- (8) Work experience at the Education Professional Standards Board, Kentucky Department of Education, or other state or federal educational agency with oversight for elementary and secondary education shall be accepted toward the renewal of a teaching certificate in lieu of teaching experience as established in Section 2 of this administrative regulation.
- (9) Teaching or administrative experience at a regionally- or nationally-accredited institution of higher education in the area of educator preparation or the academic subject area for which the teacher holds certification shall be accepted toward the renewal of a teaching certificate in lieu of teaching experience as established in Section 2 of this administrative regulation.

#### Section 2. Teaching Experience for Certificate Issuance and Renewal.

- (1) Teaching experience shall be in a position directly corresponding to the type of teaching certificate for which the application is being made.
  - (2) A full year of experience shall include at least 140 teaching days of employment performed within the academic year.
  - (3) A half year of experience shall include at least seventy (70) teaching days of employment performed within an academic semester.
  - (4) The experience shall include employment on at least a half-time basis as defined in 16 KAR 7:010.
  - (5) Except as provided by Section 1(7), (8), or (9) of this administrative regulation, the experience shall include employment in either a public school or a regionally- or nationally-accredited nonpublic school.
  - (6) Experience as a home school teacher shall not be accepted as teaching experience.
  - (7) The superintendent of the employing district or chief school officer of the employing nonpublic school shall verify teaching experience.
- (SBE 42.821, .825, .826, .882, .887; 1 Ky.R. 495; eff. 3-12-1975; Am. 5 Ky.R. 602; eff. 3-7-1979; 11 Ky.R. 628; eff. 11-13-1984; 23 Ky.R. 3922; eff. 7-2-1997; 24 Ky.R. 1947; 2372; eff. 5-18-1998; 28 Ky.R. 248; 626; eff. 9-5-2001; recodified from 704 KAR 20:060, 7-2-2002; 38 Ky.R. 71; 481; 10-7-2011; 40 Ky.R. 2581; 2646; 41 Ky.R. 256; eff. 9-5-2014; 49 Ky.R.1810; eff. 9-5-2023.)

*JUSTIN MITCHELL, Board Chair*

APPROVED BY AGENCY: February 13, 2023

FILED WITH LRC: February 15, 2023 at 11:45 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this proposed administrative regulation shall be held on April 26, 2023, 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 April 30, 2023. 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).