

## **16 KAR 3:090. Certifications for advanced educational leaders.**

RELATES TO: KRS 161.020, 161.027, 161.028, 161.030

STATUTORY AUTHORITY: KRS 161.020, 161.027, 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.020 requires that a teacher or other professional school personnel hold a certificate of legal qualification for the respective position to be issued upon completion of a program of preparation prescribed by the Education Professional Standards Board. An educator preparation provider shall be approved for offering the preparation program corresponding to a particular certificate on the basis of standards and procedures established by the Education Professional Standards Board. This administrative regulation establishes the preparation and certification programs for all advanced educational leaders.

### Section 1. Definitions.

- (1) "Advanced Educational Leader" means school principal, school superintendent, director of special education, instructional supervisor, or director of pupil personnel.
- (2) "Level I" means the standards-based program of studies designed for minimal preparation to serve in the specific Advanced Educational Leader position.
- (3) "Level II" means the standards-based program of studies to attain the first five (5) year renewal of the certificate for the specific Advanced Educational Leader position.
- (4) "Qualified applicant" means an applicant who holds the appropriate certification for the position unless the superintendent of the employing school district has documented evidence that the applicant is unsuitable for appointment.

### Section 2. Programs of Preparation for Advanced Educational Leaders.

- (1) Prerequisites for admission for all programs of preparation for Advanced Educational Leadership certifications shall include:
  - (a) Qualifications for a Kentucky teaching certificate;
  - (b) Admission to the preparation program on the basis of criteria developed by the Educator Preparation Provider pursuant to 16 KAR 5:010;
  - (c) Rank II; and
  - (d) Completion of at least three (3) years of full-time, documented teaching experience in a public school or a nonpublic school which meets the state performance standards as established in KRS 156.160 or which has been accredited by a regional or national accrediting association.
- (2) Preparation programs for Advanced Educational Leaders shall be consistent with the Professional Standards for Educational Leadership.

### Section 3. Assessment Prerequisites for Advanced Educational Leaders.

- (1) Until December 1, 2020, an applicant for advanced educational leadership-school principal, or a career and technical school principal, shall complete the School Leaders Licensure Assessment (6011) and attain the minimum score of 160.
- (2) After December 1, 2020, all applicants for certification for advanced educational leadership, or a career and technical school principal, shall attain the specified minimum score on the School Leaders Licensure Assessment (6990).
- (3) The Education Professional Standards Board shall determine the specified minimum score for the School Leaders Licensure Assessment (6990).
- (4) The Education Professional Standards Board shall specify the passing score for Advanced Educational Leaders on the School Leaders Licensure Assessment (6990). The order shall be posted to the website for the Education Professional Standards Board.
- (5) Until December 1, 2020, an applicant for advanced educational leadership-school principal, or a career and technical school principal, may substitute a passing score on the

School Leaders Licensure Assessment (6990) for the requirement of subsection (1) of this section.

(6) An applicant for certification for advanced educational leadership, or a career and technical school principal, shall only be required to pass the School Leaders Licensure Assessment once. The applicant shall not be required to pass the assessment if he or she pursues additional certification for advanced educational leadership or career and technical school principal.

(7) The successful completion of the School Leaders Licensure Assessment shall not be required for an applicant who has:

(a) Two (2) years of experience as a certified advanced educational leader in another state; and

(b) Successfully completed a nationally administered test in the area of educational leadership and administration.

(8) An applicant shall take the required assessments on a date established by the Educational Testing Service. An applicant shall authorize that test results be forwarded to the Education Professional Standards Board by the Educational Testing Service.

(9) An applicant shall seek information regarding the dates and location of the test and make application for the appropriate examination prior to the deadline established and sufficiently in advance of anticipated employment to permit test results to be received by the Education Professional Standards Board and processed in the normal certification cycle.

(10) An applicant shall pay all fees assessed by the Educational Testing Service.

(11) An applicant who fails to achieve a minimum score on a required test as specified in this section shall be permitted to retake the test during a regularly scheduled test administration.

(12) A temporary certificate issued in accordance with KRS 161.027(6)(a) shall not be extended for an applicant who does not successfully complete the assessments within the year.

(13) For an applicant applying for a certificate under KRS 161.027(6)(b), the school superintendent of the employing district shall submit a request that shall include an affirmation that the applicant pool consisted of three (3) or less applicants who met the requirements for selecting a principal.

(14) The temporary certificate issued in accordance with KRS 161.027(6)(b) shall not be extended beyond the one (1) year period.

(15) On an annual or biennial basis, the Education Professional Standards Board shall collect and analyze data provided by the Educational Testing Service through score and institution reports which permit evaluation of the examination prerequisites covered by this administrative regulation.

#### Section 4. Level I and Level II Certification.

(1) The initial professional certificate for all Advanced Educational Leaders, with the exception of School Superintendent, shall be Level I certification.

(2) Application for the professional certificate for the specific Advanced Educational Leader certification shall be made on a Form CA-1.

(3) The initial professional certification for the specific Advanced Educational Leader shall be:

(a) Issued for a duration of five (5) years upon the successful completion of a Level I program approved by the Education Professional Standards Board pursuant to 16 KAR 5:010; and

(b) Renewed subsequently for five (5) year periods.

1. The first renewal shall require the completion of a Level II program approved by the Education Professional Standards Board pursuant to 16 KAR 5:010.

2. Each five (5) year renewal thereafter shall require the completion of:
  - a. Two (2) years of experience in the corresponding Advanced Educational Leader position;
  - b. Three (3) semester hours of additional graduate credit or the equivalent related to the corresponding Advanced Educational Leader position; or
  - c. Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Training Program.
- (4) If a lapse in certification occurs for lack of completion of the Level II preparation, the certification may be reissued for a five (5) year period upon successful completion of the Level II preparation.
- (5) If a lapse in Level II certification occurs for lack of completion of the renewal requirements, the certificate may be reissued after the completion of an additional six (6) semester hours of graduate study or the equivalent appropriate to the program.
- (6) Graduate level credit earned in the Level I and Level II preparation programs may be eligible for consideration of Rank I classification pursuant to 16 KAR 8:010, "Plan I" or "Plan II".

#### Section 5. School Superintendent.

- (1) In addition to the requirements of Section 2 of this administrative regulation, prerequisites for admission to the program of preparation for Advanced Educational Leadership-School Superintendent shall include:
  - (a) Except as provided in paragraph (b) of this subsection, completion of the Levels I and II preparation and certification for the position of school principal or supervisor of instruction; or
  - (b) For a candidate who completed preparation for principal prior to 1988, completion of the assessments for administration.
- (2) Each accredited educator preparation provider shall have a formal application procedure for admission to a superintendent preparation program, which shall include:
  - (a) A written letter of recommendation from a supervisor or an education agency representative attesting to the applicant's suitability for school leader;
  - (b) An admissions portfolio which documents that the applicant demonstrates:
    1. The ability to improve student achievement;
    2. Knowledge of school laws related to school finance, school operations, and personnel matters;
    3. The ability to implement curriculum, instruction, and assessment;
    4. A commitment to ongoing professional growth;
    5. Effective communication skills; and
    6. The ability to build relationships, foster teamwork, and develop networks; and
  - (c) Proof the applicant has completed a master's degree program.
- (3) Each superintendent preparation program shall utilize a clinical model which requires candidates to:
  - (a) Work in diverse school and district central office settings;
  - (b) Solve problems based on the school district's needs;
  - (c) Develop a mentoring plan for each candidate; and
  - (d) Design a method to assess the effectiveness of a candidate's clinical experience.
- (4) A superintendent preparation program shall require all candidates to complete a capstone project to be presented to a panel of program faculty and practicing school administrators prior to completion of the program.
- (5) The professional certificate for Advanced Educational Leader- School Superintendent shall be issued to an applicant who has completed:
  - (a) An approved program of preparation as required by Section 2 of this administrative regulation and pursuant to 16 KAR 5:010;

- (b) The assessment requirements in Section 3 of this administrative regulation; and
- (c) At least two (2) years of experience in a position of school principal, supervisor of instruction, guidance counselor, director of pupil personnel, director of special education, school business administrator, local district coordinator of vocational education, or a coordinator, administrator, or supervisor of district-wide services. Other administrative experience may be substituted for this requirement with the approval of the Education Professional Standards Board.

(6) Application for the professional certificate for Advanced Educational Leader - School Superintendent shall be made on a Form CA-1.

(7) The professional certificate for Advanced Educational Leader- School Superintendent shall be valid for the position of school superintendent or assistant superintendent.

Section 6. Supervisor of Instruction. The professional certificate for Advanced Educational Leader- Supervisor of Instruction shall be issued, in accordance with Section 4 of this administrative regulation, to an applicant who has completed the approved program of preparation, which corresponds to the certificate at an educator preparation provider approved under the standards and procedures established in 16 KAR 5:010 and Section 2 of this administrative regulation, and obtained at least the minimum passing score on the School Leadership Licensure Assessment.

Section 7. Director of Pupil Personnel.

(1) The professional certificate for Advanced Educational Leader- Director of Pupil Personnel Services shall be issued, in accordance with Section 4 of this administrative regulation, to an applicant who has completed the approved program of preparation, which corresponds to the certificate at an educator preparation provider approved under the standards and procedures established in 16 KAR 5:010 and Section 2 of this administrative regulation, and obtained at least the minimum passing score on the School Leadership Licensure Assessment.

(2) If a qualified applicant for director of pupil personnel services is not available as attested by the local school superintendent, the superintendent, on behalf of the local board of education, may request a one (1) year probationary certificate for a director of pupil personnel services who has:

- (a) A valid Kentucky classroom teaching certificate;
- (b) A Rank II;
- (c) Three (3) years of successful teaching experience; and
- (d) Been admitted to the preparation program for the professional certificate for Advanced Educational Leader- Director of Pupil Personnel Services.

(3) Application for the one (1) year probationary certificate for a director of pupil personnel services shall be made on Form CA-40.

(4) Each annual renewal of the probationary certificate for director of pupil personnel services shall require completion of an additional nine (9) semester hours selected from the approved program.

Section 8. Director of Special Education.

(1) The professional certificate for Advanced Educational Leader- Director of Special Education shall be issued, in accordance with Section 4 of this administrative regulation, to an applicant who has completed the approved program of preparation, which corresponds to the certificate at an educator preparation provider approved under the standards and procedures established in 16 KAR 5:010 and Section 2 of this administrative regulation, and obtained at least the minimum passing score on the School Leadership Licensure Assessment.

(2) The candidate may have three (3) years of full-time experience as a school psychologist, but shall have a minimum of one (1) year as a teacher of exceptional

children or school psychologist to meet the requirements of Section 2(1)(a) of this administrative regulation.

(3) The candidate may qualify for a Kentucky school psychologist certificate in lieu of the requirements of Section 2(1)(a) of this administrative regulation.

(4) Each person whose job description includes supervising, directing, administering, or coordinating special education programs, at the district-wide level shall be required to hold:

- (a) Endorsement for director of special education;
- (b) Professional certificate for director of special education;
- (c) Endorsement for supervisor of special education;
- (d) Endorsement for teacher consultant for special education;
- (e) Certificate valid for supervisor of instruction for persons serving in that position on July 14, 1992, as provided by KRS 157.250; or
- (f) Valid certificate possessing the code ADSE for approval of director of special education.

(5) If a qualified applicant is not available for the position of director of special education, the superintendent, on behalf of the local board of education, may request a professional certificate for director of special education for a two (2) year period for an applicant who has:

- (a) A valid Kentucky certificate for teachers of exceptional children;
- (b) A Rank II;
- (c) Three (3) years of full-time experience teaching exceptional children;
- (d) Completed a course in special and regular education case law; and
- (e) Been admitted to the preparation program for the professional certificate for director of special education.

(6) Application for the two (2) year certificate for a director of special education shall be made on Form CA-28.

(7) The applicant shall complete the total curriculum for the professional certificate for director of special education by September 1 of the year of expiration.

#### Section 9. Principal.

(1) In addition to the requirements of Section 2 of this administrative regulation, prerequisites for admission to the program of preparation for Advanced Educational Leadership-School Principal shall include:

- (a) A written statement documenting the candidate's skills and understanding in the following areas:
  - 1. Ability to improve student achievement;
  - 2. Leadership; and
  - 3. Advanced knowledge of curriculum, instruction, and assessment; and
- (b) An agreement from a school district pledging support that includes opportunities for the candidate to participate in a clinical experience. The agreement shall include:
  - 1. A description of how the district will provide opportunities for the candidate:
    - a. To observe school and district leadership; and
    - b. To participate in school and district leadership activities;
  - 2. Confirmation that the candidate shall be permitted to utilize aggregated school and district information and data; and
  - 3. The signature of the district superintendent or the district superintendent's designee.

(2) Candidates who have not obtained their Rank II may be admitted to the program of preparation for Advanced Educational Leadership-School Principal if the educator preparation provider determines that the candidate has met all other requirements for admission.

(3) In addition to the requirements established in 16 KAR 5:010, Section 22, the educator preparation provider shall prepare and submit to the Education Professional Standards Board for each principal preparation program for which the provider is seeking approval program review documents which meet the submission requirements and include documented information:

(a) Signed collaborative agreements with school districts that include the following:

1. Joint screening of principal candidates by both district and university;
2. Joint identification of potential program leaders and mentors;
3. District and university co-design and co-delivery of courses; and
4. The manner in which the principal preparation program is based on the identified leadership needs of each district;

(b) The protocol for screening applicants that ensures the identification and admission of candidates into the program;

(c) A matrix that illustrates the alignment between the standards identified in Section 2 of this administrative regulation, and the program's curriculum and clinical experiences;

(d) A syllabus for each of the program's required courses identified in the documentation required by paragraph (c) of this subsection;

(e) The program's plan to collaborate with each district in providing clinical experiences that:

1. Enhance courses throughout the entire program;
2. Ensure that the candidate has a continuum of school-based experiences that range from observing, to participating, to leading; and
3. Expose the candidate to diverse student populations and school environments;

(f) The program's plan to use rigorous formative and summative evaluations of each candidate's:

1. Knowledge and skills to advocate, nurture, and sustain a school culture that promotes and supports high levels of learning for all students; and
2. Knowledge and skills to manage a school for efficiency, accountability, and safety; and

(g) The program's plan to require all candidates to conduct a capstone project and defend it to a panel of program faculty and practicing school administrators at the end of Level I preparation.

(4) A statement of eligibility for internship for the provisional certificate for Advanced Educational Leader- School Principal shall be issued for a five (5) year period to an applicant who:

(a) Has successfully completed an approved program of preparation;

(b) Has three (3) years of full-time teaching experience; and

(c) Has successfully completed the appropriate assessment requirements in Section 3 of this administrative regulation, or qualifies for a one (1) year period for completion of assessments under KRS 161.027(6).

(5) Application for a Statement of Eligibility shall be made on Form CA-1.

(6) A request for renewal of the Statement of Eligibility pursuant to KRS 161.027(7) shall be made on Form CA-2, incorporated by reference in 16 KAR 4:060.

(7) The professional certificate for Advanced Educational Leader- School Principal shall be issued upon successful completion of the principal internship as provided in KRS 161.027 and 16 KAR 7:020.

(8) The provisional or professional certificate for Advanced Educational Leader-School Principal shall be valid for the position of school principal or school assistant principal for all grade levels.

Section 10. Incorporation by Reference.

(1) The following material is incorporated by reference:

(a) "Professional Standards for Educational Leaders", 2015;

(b) "Form CA-1, Application for Kentucky Certification or Change in Salary Rank", 10/18;

(c) "Form CA-2, Application for Certificate Renewal or Duplicate", 10/18;

(d) "Form CA-28, Request for Two-Year Certificate for Director of Special Education," 8/15; and

(e) "Forms CA-40, Request for a One-Year Certificate for Director of Pupil Personnel", 8/15.

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.

(45 Ky.R. 3387; eff. 7-5-2019; 47 Ky.R. 355, 937; eff. 2-2-2021.)