

**16 KAR 9:040. Part-time adjunct instructor certificate.**

RELATES TO: KRS 160.380(5)(c), 161.020, 161.028(1)(a), (c), 161.030, 161.046, 161.048(5), 161.120

STATUTORY AUTHORITY: KRS 161.028(1)(a), (c), 161.030, 161.046(2), 161.048(1)(d)

CERTIFICATION STATEMENT:

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.046 and 161.048(5) authorize the position of adjunct instructor and require the Education Professional Standards Board to promulgate administrative regulations to establish certification requirements. This administrative regulation establishes the minimum requirements for an adjunct instructor certificate.

Section 1. Definition. "Exceptional life or work experience candidate" means a person with recognized superiority as compared with others in rank, status, and attainment or superior knowledge and skill in comparison with the generally-accepted standards in the area in which certification is sought.

Section 2. Candidate Eligibility Requirements.

(1) An adjunct instructor shall meet the requirements for good moral character as required in KRS 161.120 and the following requirements relating to educational and occupational experience:

(a) An adjunct instructor employed in middle school or secondary school shall hold:

1. A bachelor's degree from a regionally accredited institution with:

a.

(i) A cumulative minimum grade point average of at least 2.75 on a 4.00 scale; or

(ii) A minimum grade point average of at least 3.0 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework; and

b. A major, minor, or area of concentration in the specialty subject to be taught; or

2. A master's degree in the specialty subject to be taught from a regionally-accredited institution with the minimum grade point average established in subparagraph 1.a. of this paragraph;

(b) An adjunct instructor in elementary school or early childhood education program shall hold:

1. A bachelor's degree from a regionally-accredited institution with:

a.

(i) A cumulative minimum grade point average of at least 2.75 on a 4.0 scale; or

(ii) A minimum grade point average of at least 3.0 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework; and

b. A major, minor, or area of concentration in a planned program of child development or a related area; or

2. A master's degree in a planned program of child development or a related area from a regionally accredited institution with the minimum grade point average established in subparagraph 1.a. of this paragraph; and

(c) An adjunct instructor for occupation-based career and technical education shall:

1. Be a high school graduate;

2. Have at least four (4) years of appropriate occupational experience for the specialty to be taught; and

3.

- a. Complete the specialty area examination prerequisite as established in 16 KAR 6:020; or
  - b. Hold either an associate degree or technical diploma in a related area.
- (2)
- (a) An applicant for adjunct instructor certification who does not meet the minimum academic preparation requirements established in subsection (1) of this section may apply for this certificate as an exceptional life or work experience candidate.
  - (b) An exceptional life or work experience candidate shall be recommended by the employing school district and complete the application process established in subsection (3) of this section.
  - (c) An exceptional life or work experience candidate shall include the following information as verification of exceptional qualifications in the field of endeavor to be taught or service to be practiced:
    - 1. Sufficient documentation that demonstrates to the local school district and the Education Professional Standards Board that an applicant is an exceptional life or work experience candidate as defined in Section 1 of this administrative regulation and has talents and abilities commensurate with the Kentucky Teacher Standards for Preparation and Certification established in 16 KAR 1:010;
    - 2. Documentation of achievement that may include academic and nonacademic preparation, distinguished employment, evidence of related study or experience, publications, professional achievement, or recognition attained for contributions to an applicant's field or endeavor; and
    - 3. Recommendations from professional associations, former employers, professional colleagues, or any other individual or group whose evaluations shall support exceptional life or work experience in this field.
- (3) Form CA-25 signed by the local district superintendent and approved by the local board of education shall be submitted to the Education Professional Standards Board for each adjunct instructor.
- (a) The application shall be accompanied by official transcripts of all college credits earned by the prospective adjunct instructor along with documentation of any exceptional competencies or experiences submitted in support of the application.
  - (b) Upon receipt of the application and appropriate documentation, a candidate meeting all of the requirements shall be issued a one (1) year adjunct instructor certificate.

Section 3. Orientation Program. Each local board of education shall provide for an orientation program for the adjunct instructors employed within the district.

- (1) A detailed description of the orientation program shall be a part of the certificate application form.
- (2) The orientation program shall include an emphasis on student safety, district policies and procedures, and pedagogical assistance commensurate with the Kentucky Teacher Standards for Preparation and Certification established in 16 KAR 1:010.

Section 4. Incorporation by Reference.

- (1) "Form CA-25", 10/18, is incorporated by reference.
  - (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.
- (016 KAR 009:040. 11 Ky.R. 357; eff. 9-11-1984; 26 Ky.R. 1035; 1415; eff. 1-18-2000; 27 Ky.R. 3157; eff. 7-16-2001; 28 Ky.R. 2069; 2342; eff. 5-16-2002; Recodified from 704 KAR 20:300, 7-2-2002; 33 Ky.R. 849; 1282; eff. 12-1-2006; 42 Ky.R. 812; 1454; eff. 12-4-2015; TAm eff. 9-12-2018; 45 Ky.R. 1706, 2331; eff. 3-8-2019; Crt eff. 2-20-2026.)