

EDUCATION AND WORKFORCE DEVELOPMENT CABINET

Education Professional Standards Board

(Amended at ARRS Committee)

16 KAR 5:010. Standards for accreditation of educator preparation providers and approval of programs.

RELATES TO: KRS 161.028, 161.030, 164.945, 164.946, 164.947, 20 U.S.C. 1021-1022

STATUTORY AUTHORITY: KRS 161.028, 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1) authorizes the Education Professional Standards Board (EPSB) to establish standards and requirements for obtaining and maintaining a teaching certificate and for programs of preparation for teachers and other professional school personnel. KRS 161.030(1) requires all certificates issued under KRS 161.010 to 161.126 to be issued in accordance with the administrative regulations of the EPSB. This administrative regulation establishes the standards for accreditation of an educator preparation provider and approval of a program to prepare an educator.

Section 1. Definitions.

(1) "Accreditation Reviewers" means the evaluators who review educator preparation providers as part of the accreditation process.

(2) "Advanced programs" means educator preparation programs offered at the graduate level and designed to develop additional specialized professional skills or credentials for P-12 educators who have already completed an initial certification program.

(3) "CAEP" means the Council for the Accreditation of Educator Preparation that establishes a set of national accreditation standards for educator preparation that apply to the state accreditation process.

(4) "Educator Preparation Provider" (EPP) means the accredited unit at an institution responsible for the preparation of educators.

(5) "Initial programs" means educator preparation programs offered at the undergraduate or graduate levels to prepare an individual for a first professional teaching credential. These programs are designed to prepare candidates who have not yet earned a certificate to become P-12 educators.

(6) "Institution" means a college or university. .]

(7) "National Specialized Professional Association" means the association that defines the content-area standards for specialized programs. EPSB approved National Specialized Professional Associations are published on the EPSB website.

(8) "State accreditation" means recognition by the EPSB that an EPP has met accreditation standards as a result of review, including an on-site team review.

(9) "Technical visit" means an on-campus, in-person visit by EPSB staff to an institution or EPP to advise for program and accreditation reviews.

(10) "Unit" means the college, school, or department of education that is seeking a first-time EPSB accreditation.

(11) "Institutional accreditation" means the accreditation that is granted to an entire institution. This may be earned through a regional accreditor or national accreditor that is recognized by the U.S. Department of Education.

Section 2. General Accreditation Requirements.

(1) A Kentucky institution offering an educator preparation program shall have:

(a) National accreditation by an educator preparation accreditor approved by the EPSB; or

(b) State accreditation by the EPSB.

(2) State accreditation shall be based on the EPSB-approved national accreditation standards aligned to the components enumerated in KRS 161.028(1)(b), and that are established by CAEP.

(a) The 2022 CAEP Initial-Level Standards shall be the accreditation standards for EPPs offering initial teacher certification programs.

(b) The CAEP Standards for Accreditation at the Advanced Level shall be the accreditation standards for EPPs offering advanced educator preparation programs.

(3) All educator preparation institutions and programs operating in Kentucky that require licensure by the Council on Postsecondary Education under KRS 164.945, 164.946, 164.947, and 13 KAR 1:020 shall be approved by the EPSB under this administrative regulation as a condition of offering an educator preparation program or a program leading to rank change.

(4) For continuing national or state accreditation, an EPP shall submit the following evidence as part of the accreditation process:

(a) Documentation submitted to the EPSB staff for Title II compliance, indicating that the EPP's summary pass rate on state licensure examinations meets or exceeds the required state pass rate of eighty (80) percent; and

(b) Documentation of institutional accreditation. Required documentation shall include a copy of the current institutional accreditation letter or report that indicates institutional accreditation status.

Section 3. Developmental Process for New Educator Preparation Institutions.

(1) Institutions requesting approval from the EPSB to be recognized as a new EPP shall follow the four (4) stage developmental process established in this Section to gain temporary authority to admit and exit candidates and operate one (1) or more educator preparation programs. The developmental process is required whether an institution intends to seek national or state accreditation.

(2) Stage One: Application.

(a) The institution shall submit to the EPSB for review and acceptance an official notice of intent from the chief executive officer and the governing board of the institution indicating the institution's intent to begin the developmental process to become an educator preparation provider.

(b) The EPSB staff shall make a technical visit to the institution.

(c) The institution shall submit the following documentation:

1. A letter from the institution's chief executive officer that designates the unit as having primary authority and responsibility for professional education programs;

2. A chart or narrative that lists all educator preparation programs to be offered by the institution, including any nontraditional and alternative programs, and shall depict:

a. The degree or award levels for each program;

b. The administrative location for each program; and

c. The structure or structures through which the unit implements its oversight of all programs;

3. If the unit's offerings include off-campus programs, a separate chart or narrative as described in subparagraph 2 of this paragraph, prepared for each location at which off-campus programs are geographically located;

4. An organizational chart of the institution that depicts the educator preparation unit and indicates the unit's relationship to other administrative units within the college or university;

5. The name and job description of the head of the unit and an assurance that the head has the authority and responsibility for the overall administration and operation of the unit;

6. The policies and procedures that guide the operations of the unit. Required documentation shall include the cover page and table of contents for codified policies, bylaws, procedures, and student handbooks;

7. The unit's processes, including a description of the quality assurance system, to regularly monitor and evaluate its operations, the quality of its offerings, the performance of candidates, and the effectiveness of its graduates;

8. Program review documentation identified in Section 18 of this administrative regulation; and

9. The institutional accreditation. Required documentation shall include a copy of the current institutional accreditation letter or report that indicates institutional accreditation status.

(d) Stage One documentation shall be reviewed by EPSB staff and the Program Review Committee. The Program Review Committee shall make one (1) of the following recommendations:

1. Concerns identified and reported to the educator preparation unit for resolution; or
2. Recommendation to proceed to Stage Two.

(e) Following a recommendation from the Program Review Committee, EPSB staff shall make an additional technical visit to the institution.

(3) Stage Two: On-Site visit and Accreditation Audit Committee Recommendation.

(a) Nine (9) months prior to the scheduled on-site visit, the institution shall submit to the EPSB a written narrative self-study to describe the process and document that the unit has evaluated its practices against the EPSB approved accreditation standards. The written narrative may be supplemented by a chart, graph, diagram, table, or other similar means of presenting information and shall not exceed 100 pages in length.

(b) A team of trained reviewers identified by EPSB staff shall make a one (1) day visit to the institution to verify the self-study evidence.

(c) The team of three (3) shall be comprised of:

1. One (1) representative from a public postsecondary institution;
2. One (1) representative from an independent postsecondary institution; and
3. One (1) representative from a P-12 organization.

(d) The team shall submit a written report of its findings to the EPSB staff.

(e) The EPSB staff shall provide a copy of the written report to the institution.

(f) (e)1. The institution may submit a written rejoinder to the report within thirty (30) working days of its receipt.

2. The rejoinder may be supplemented by materials pertinent to the conclusions found in the team's report.

(g) The Accreditation Audit Committee shall review the materials gathered during Stages One and Two and make one (1) of the following recommendations to the EPSB with regards to temporary authorization:

1. Approval;
2. Approval with conditions; or
3. Denial of approval.

(4) Stage Three: EPSB Ruling.

(a) The EPSB shall review the materials and recommendations from the Accreditation Audit Committee and make one (1) of the following determinations with regards to temporary authorization:

1. Approval;
2. Approval with conditions; or
3. Denial of approval.

(b) An institution receiving approval or approval with conditions shall:

1. Hold this temporary authorization for two (2) years; and

- 2. Continue the developmental process by pursuing accreditation as established in this administrative regulation.
- (c) An institution denied temporary authorization may reapply twelve (12) months after the EPSB's decision.
- (d) During the two (2) year period of temporary authorization, the institution shall:
 - 1. Admit and exit candidates;
 - 2. Monitor, evaluate, and assess the academic and professional competency of candidates; and
 - 3. Provide reports to the EPSB staff on the institution's progress as requested.
- (e) During the two (2) year period of temporary authorization, the EPSB staff:
 - 1. May schedule additional technical visits; and
 - 2. Shall monitor progress by review of annual reports and admission and exit data.
- (5) Stage Four: Initial Accreditation Visit.
 - (a) The institution shall pursue either national or state level accreditation within two (2) years of the approval or approval with conditions of temporary authorization.
 - (b) If the institution pursues national accreditation, all further accreditation activities shall be governed by Section 4 of this administrative regulation.
 - (c) If the institution pursues state accreditation, all further accreditation activities shall be governed by Section 6 of this administrative regulation.

Section 4. National Accreditation.

- (1) An EPP may pursue initial or continuing national accreditation, if the national accreditor has been approved by the EPSB as demonstrating the requirements of KRS 161.028.
- (2) A national accreditor seeking EPSB approval shall apply to the EPSB and submit documentation of the following:
 - (a) Established rigorous standards for educator preparation that align with KRS 161.028(1)(b) and guide institutions in establishing and maintaining high quality programs that produce evidence of academic achievement and educator performance;
 - (b) Attestation that all accreditation standards be met for an educator preparation provider to obtain and maintain accredited status;
 - (c) The scope of accreditation;
 - (d) The capacity for staff and resources to carry out the operations of the organization;
 - (e) Public dissemination of information about the accreditation status of educator preparation providers including length of a term of accreditation, reasons for awarding accreditation status, information about any deficiencies in relation to accreditation standards and policies and reasons for conditional approval or denial of accreditation;
 - (f) A system of quality assurance for standards, policies, and procedures that is reviewed on a cyclical basis;
 - (g) Policies and procedures and a governance structure that support the established accreditation and decision-making processes; and
 - (h) Letter(s) of support and interest from a Kentucky EPP.
- (3) National accreditors approved by the EPSB shall notify the EPSB in writing of any changes to the requirements of subsection (2) of this section and shall include the rationale for the changes.
- (4) If an EPP pursues initial or continuing accreditation from a national accreditor approved by the EPSB, the accreditation decision of the national accreditor shall be presented for recognition by the EPSB at the next scheduled meeting following the national accreditation decision.
- (5) If the EPP is denied accreditation by the national accreditor, the EPP may seek Emergency Authorization to Operate from the EPSB as outlined in Section 5 of this administrative regulation.

(6) As part of national accreditation, an EPP's programs leading to educator certification and rank change shall be reviewed through the state program review process as established in Section 17 of this administrative regulation. Twenty-four (24) months prior to the scheduled on-site visit, the EPP shall submit programs for review in accordance with Section 18 of this administrative regulation.

(7) Prior to the scheduled on-site evaluation visit, EPSB staff shall participate in the pre-visit to the institution to serve as a state consultant to the national chair.

(8) At least one (1) EPSB staff member shall be assigned as support staff and liaison during the national accreditation visit and one (1) state representative trained in the standards of the national accreditor shall serve as a member of the site visit team.

(9) To maintain continuing national accreditation, the EPP shall follow the cycle and timelines established by the national accreditor.

Section 5. Emergency Authorization to Operate (EAO).

(1) If a Kentucky EPP seeks initial or continuing national accreditation from a national accreditor approved by the EPSB and is denied accreditation, the EPP may apply for an EAO.

(2) An EAO shall allow the EPP to temporarily operate for one (1) year or two (2) academic terms.

(3) The EPP shall not admit new candidates during the EAO period.

(4) The application for an EAO shall be made from the EPP to the EPSB within five (5) business days of the date of the official notification by the national accreditor that the EPP was denied national accreditation.

(5) The EPSB staff shall conduct a technical visit to the EPP within ten (10) business days of receipt of the request for EAO.

(6) The EPP shall submit a Corrective Action Plan (CAP) addressing all identified deficiencies from their national accreditation within fifteen (15) calendar days following the technical visit.

(7) The CAP shall be reviewed by the Accreditation Audit Committee for recommendation to the EPSB for state accreditation, state accreditation with conditions, state accreditation with probation, or denial.

(8) The EPSB shall review the recommendation from the Accreditation Audit Committee at the next EPSB meeting and make the determination to grant the EPP state accreditation, state accreditation with conditions, state accreditation with probation, or deny accreditation.

Section 6. State Accreditation.

(1) EPPs seeking first or continuing state accreditation shall be on a seven (7) year review cycle.

(2) If an EPP held national accreditation prior, but now seeks state accreditation, the EPP shall be reviewed for state accreditation in the same year as their previous national cycle.

(3) Twenty-four (24) months prior to the scheduled on-site visit, the EPP shall submit programs for review in accordance with Section 18 of this administrative regulation.

(4) Nine (9) months prior to the on-site visit the EPP shall submit a self-study document and supporting evidence that address the state accreditation standards.

(5) Assigned accreditation reviewers shall conduct an offsite review of the self-study and supporting evidence and produce a Formative Feedback Report to the EPP. 009

Section 7. Accreditation Reviewers.

(1) Accreditation Reviewers shall be comprised of:

(a) Teacher educators;

(b) P-12 teachers and administrators; and

(c) State and local policymaker groups.

- (2) Accreditation reviewers shall be trained on the CAEP accreditation standards.
- (3) The EPSB staff shall select and appoint for each scheduled on-site accreditation a team of Accreditation Reviewers giving consideration to the number and type of programs offered by the institution.
- (4) The EPSB staff shall identify a chair for the team.

Section 8. State Accreditation Previsit to the Institution. No later than one (1) month prior to the scheduled on-site evaluation visit, the EPSB staff and team chair shall conduct a pre-visit to the institution to make a final review of the arrangements.

Section 9. State On-site Accreditation Visit.

- (1) At least one (1) staff member of the EPSB shall be assigned as support staff and liaison during the accreditation visit.
- (2) The educator preparation institution shall reimburse a state team member for travel, lodging, and meals in accordance with 200 KAR 2:006.
- (3) The Accreditation Reviewers shall conduct an on-site evaluation of the self-study materials prepared by the institution and seek out additional information, as needed, to make a determination as to whether the standards were met for the accreditation of the institution's educator preparation unit and for the approval of an individual educator preparation program..]
- (4)
 - (a) An off-campus site that offers a self-standing program shall require a team review. If additional team time is required for visiting an off-campus site, the team chair, the institution, and the EPSB shall negotiate special arrangements.
 - (b) Off-campus programs shall be:
 - 1. Considered as part of the unit and the unit shall be accredited, not the off-campus programs; and
 - 2. Approved in accordance with Section 23 of this administrative regulation.
- (5) Accreditation reviewers shall recommend findings on each of the accreditation standards. A recommendation about each standard shall be limited to the following options:
 - (a) Met;
 - (b) Met, with one (1) or more defined areas for improvement; or
 - (c) Not met.
- (6)
 - (a) The Accreditation Reviewers shall review each program and cite the areas for improvement for each, if applicable.
 - (b) The Accreditation Reviewers shall define the areas for improvement in its report.
- (7) The EPP may submit within thirty (30) working days of receipt of the report a written rejoinder that may be supplemented by materials pertinent to a conclusion found in the evaluation report.
 - (a) The accreditation documentation shall be provided for review by the Accreditation Audit Committee and EPSB.
 - (b) An unmet standard or area of improvement cited by the team may be recommended for change or removal by the Accreditation Audit Committee or by the EPSB because of evidence presented in the rejoinder.

Section 10. Accreditation Audit Committee.

- (1) The Accreditation Audit Committee shall be a committee of the EPSB, and shall report to the full EPSB. The EPSB shall appoint the Accreditation Audit Committee as follows:
 - (a) One (1) lay member;
 - (b) Two (2) classroom teachers;

- (c) Four (4) EPP representatives, two (2) from a state-supported institution and two (2) from an independent educator preparation institution, appointed from nominees provided by the Kentucky Association of Colleges for Teacher Education; and
 - (d) One (1) school administrator.
- (2) The chair of the EPSB shall designate a member of the Accreditation Audit Committee to serve as its chair.
- (3) An appointment shall be for a period of four (4) years except that three (3) of the initial appointments shall be for a two (2) year term. A member may serve an additional term if renominated and reappointed in the manner established for membership. A vacancy shall be filled as it occurs in a manner consistent with the provisions for initial appointment.
- (4) Following an on-site accreditation visit, the Accreditation Audit Committee shall review the reports and materials constituting an institutional self-study, the report of the accreditation reviewers, and the institutional response to the evaluation report. The committee shall then prepare a recommendation for consideration by the EPSB.
- (a) The committee shall review procedures of the Accreditation Reviewers to determine whether approved accreditation guidelines were followed.
 - (b) For each institution, the committee shall make a recommendation with respect to the accreditation of the institutional unit for educator preparation as well as for approval of the individual programs of preparation.
 - (c) For first accreditation, one (1) of four (4) recommendations shall be:
 1. Accreditation;
 2. Provisional accreditation with conditions;
 3. Provisional Accreditation with probation; or
 4. Denial of accreditation.
 - (d) For regular continuing accreditation, one (1) of four (4) recommendations shall be:
 1. Accreditation;
 2. Accreditation with conditions;
 3. Accreditation with probation; or
 4. Revocation of accreditation..]
- (5) The Accreditation Reviewers Team Chair may write a separate response to the recommendation of the Accreditation Audit Committee if the Accreditation Audit Committee's decision differs from the Accreditation Reviewer's evaluation report.

Section 11. Official State Accreditation Action by the EPSB.

- (1) A recommendation from the Accreditation Audit Committee shall be presented to the full EPSB.
- (2) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the state accreditation of the EPP.
- (3) Decision options following a first accreditation visit shall be "accreditation", "provisional accreditation with conditions", "provisional accreditation with probation", or "denial of accreditation".
- (a) Accreditation.
 1. This accreditation decision indicates that the EPP meets each of the standards for accreditation. Areas for improvement may be cited, indicating problems warranting the institution's attention. In its subsequent annual reports, the educator preparation unit shall be expected to describe progress made in addressing the areas for improvement cited in the EPSB's action report.
 2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.
 - (b) Provisional accreditation with conditions.

1. This accreditation decision indicates that the EPP has three (3) or more areas for improvement within one (1) standard or multiple areas for improvement across multiple standards. The EPP has accredited status but shall satisfy conditions by providing evidence of addressing each area for improvement. The EPSB shall require submission of documentation that addresses the areas for improvement within six (6) months of the accreditation decision. Following the review of the documentation, the EPSB shall decide to:

- a. Accredit;
- b. Provisionally accredit with probation; or
- c. Deny accreditation.

2. If the EPP is accredited, the next on-site visit shall be scheduled for seven (7) years following the semester of the first accreditation visit.

(c) Provisional Accreditation with Probation.

1. This accreditation decision indicates that the EPP has not met one (1) or more of the accreditation standards. The EPP has accredited status but is on probation. The EPP shall schedule an on-site visit within two (2) years of the semester in which the provisional probationary decision was rendered. The EPP as part of this visit shall address the unmet standard and the identified areas for improvement. Following the on-site review, the EPSB shall decide to:

- a. Accredit; or
- b. Deny accreditation.

2. If the EPP is accredited, the next on-site visit shall be scheduled for seven (7) years following the semester of the first accreditation visit.

(d) Denial of accreditation. This accreditation decision indicates that the EPP does not meet two (2) or more of the standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates.

(4) Decision options following a continuing accreditation visit shall be "accreditation", "accreditation with conditions", "accreditation with probation", or "revocation of accreditation".

(a) Accreditation.

1. This accreditation decision indicates that the EPP meets each of the standards for accreditation. Areas for improvement may be cited, indicating problems warranting the EPP's attention. In its subsequent annual reports, the EPP shall describe progress made in addressing the areas for improvement cited in EPSB's action report.

2. The next on-site visit shall be scheduled for seven (7) years following the semester of the visit.

(b) Accreditation with conditions.

1. This accreditation decision indicates that the EPP has met all standards, but has three (3) or more areas of improvement within one (1) standard or multiple areas for improvement across multiple accreditation standards. If the EPSB renders this decision, the EPP shall maintain its accredited status, but shall satisfy conditions by addressing each area for improvement in a written report. EPSB shall require submission of documentation that addresses the areas for improvement within six (6) months of the decision to accredit with conditions. Following the review of the documentation, the EPSB shall decide to:

- a. Continue accreditation;
- b. Continue accreditation with probation; or
- c. Revoke accreditation.

2. If the EPSB renders the decision to continue accreditation, the next on-site visit shall be scheduled for seven (7) years following the semester in which the continuing accreditation visit occurred.

(c) Accreditation with probation.

1. This accreditation decision indicates that the EPP has not met one (1) or more of the accreditation standards and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. As a result of the continuing accreditation review, the EPSB has determined that areas for improvement with respect to standards may place an institution's accreditation in jeopardy if left uncorrected. The EPP shall schedule an on-site visit within two (2) years of the semester in which the probationary decision was rendered. The EPSB Staff shall schedule a visit focused on the unmet standard or standards within two (2) years of the semester that the accreditation with probation decision was granted. Following the on-site review, the EPSB shall decide to:

- a. Continue accreditation; or
- b. Revoke accreditation.

2. If accreditation is continued, the next on-site visit shall be scheduled for seven (7) years after the semester of the continuing accreditation visit.

(d) Revocation of accreditation. This decision follows a probationary visit and indicates that the EPP does not meet one (1) or more of the accreditation standards, and has pervasive problems that limit its capacity to offer quality programs that adequately prepare candidates. Accreditation shall be revoked if the unit:

1. No longer meets requirements of accreditation, such as loss of state program approval, national accreditation for educator preparation, or institutional accreditation;
2. Misrepresents its accreditation status to the public;
3. Falsely reports data or plagiarized information submitted for accreditation and program review purposes; or
4. Fails to submit annual reports or other documents required for accreditation and program review.

(5) Notification of the EPSB action to revoke continuing accreditation or deny first accreditation shall include notice that:

(a) The EPP shall inform candidates currently admitted to a certification or rank program of the following:

1. A candidate recommended for certification or advancement in rank within the twelve (12) months immediately following the denial or revocation of state accreditation and who applies to the EPSB within the fifteen (15) months immediately following the denial or revocation of state accreditation shall receive the certificate or advancement in rank; and
2. A candidate who does not meet the criteria established in subparagraph 1. of this paragraph shall transfer to an EPSB accredited EPP to receive the certificate or advancement in rank.

(b) An institution for which the EPSB has denied or revoked accreditation may seek national or state accreditation. For state accreditation, the on-site accreditation visit shall be scheduled by the EPSB no earlier than two (2) years following the EPSB action to revoke or deny state accreditation. During this two (2) year period, candidates may not be admitted to any educator preparation program.

Section 12. Revocation for Cause.

(1) If an area of concern or an allegation of misconduct arises between accreditation visits, staff shall bring a complaint to the EPSB for initial review.

(2) After review of the allegations in the complaint, the EPSB may change the accreditation status of the EPP or refer the matter to the Accreditation Audit Committee for further investigation.

(3)

- (a) Notice of the EPSB's decision to refer the matter and the complaint shall be sent to the EPP.
 - (b) Within thirty (30) days of receipt of the complaint, the EPP shall respond to the allegations in writing and provide evidence pertaining to the allegations in the complaint to the EPSB.
- (4)
- (a) The Accreditation Audit Committee shall review any evidence supporting the allegations and any information provided by the EPP.
 - (b) Upon completion of the review, the Accreditation Audit Committee shall issue a report containing one (1) of the following four (4) recommendations to the EPSB:
 - 1. Accreditation;
 - 2. Accreditation with conditions;
 - 3. Accreditation with probation; or
 - 4. Revocation of accreditation.
- (5) The EPP shall receive a copy of the Accreditation Audit Committee's report and may file a response to the Accreditation Audit Committee's recommendation.
- (6)
- (a) The recommendation from the Accreditation Audit Committee and the EPP's response shall be presented to the EPSB.
 - (b) The EPSB shall consider the findings and recommendations of the Accreditation Audit Committee and make a final determination regarding the accreditation of the EPP.

Section 13. Public Disclosure.

- (1) After an accreditation and program approval decision becomes final, the EPSB shall prepare official notice of the action. The disclosure notice shall include the essential information provided in the official letter to the institution, including the decision on accreditation, program approval, standards not met, program areas for improvement, and dates of official action.
- (2) The public disclosure shall be entered into the minutes of the EPSB for the meeting in which the official action was taken by the EPSB.

Section 14. Appeals Process.

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

Section 15. Interim Reports.

- (1) Each state accredited EPP shall report to the EPSB in the third year following its previous accreditation visit to provide data about:
 - (a) Progress made in addressing areas for improvement identified by its last accreditation evaluation;
 - (b) Changes in the institution's institutional accreditation status; and
 - (c) Continuous improvement efforts relating to the accreditation standards.

(2)

(a) The EPSB staff shall review each EPP's interim report to monitor the progress of the EPP to continue a program of high quality.

(b) The EPSB may pursue action against the EPP based on data received in this report.

Section 16. In compliance with the Federal Title II Report Card State Guidelines established in 20 U.S.C. 1022f and 1022g, the EPSB shall identify an EPP as:

(1) "At-risk of low performing" if an EPP has received a:

(a) State accreditation rating of "provisional";

(b) State accreditation rating of "accreditation with conditions";

(c) Summative Praxis II pass rate below eighty (80) percent ; or

(d) National accreditation rating of "accreditation with stipulation"; or

(2) "Low performing" if an EPP has received a state or national accreditation rating of "accreditation with probation".

Section 17. The Education Professional Standards Board shall maintain data reports related to the following:

(1) Current accreditation status of all institutions with EPSB approved programs;

(2) Contact information for the person responsible for the EPP;

(3) Year of last state accreditation visit and year of next scheduled visit;

(4) Table of the EPP's approved certification program or programs;

(5) Tables relating the EPP's total enrollment disaggregated by ethnicity and gender for the last three (3) years;

(6) Tables relating the EPP's faculty disaggregated by the number of full-time equivalents (FTE), ethnicity, and gender for the last three (3) years;

(7) Table of the number of program completers (teachers and other school professionals) for the last three (3) years;

(8) Table relating pass rates on the required assessments;

(9) Table relating pass rates for the Kentucky Teacher Internship Program (if applicable);

(10) Table relating pass rates for the Kentucky Principal Internship Program (if applicable);

(11) Table indicating student teacher satisfaction with the preparation program;

(12) Table relating teacher intern satisfaction with the preparation program; and

(13) Table relating new teacher (under three (3) years) and supervisor satisfaction with the preparation program.

Section 18. Program Review Components for Developmental Process.

(1) To operate a program leading to certification or rank change, the EPP shall have its program review documents reviewed by the EPSB for each separate program of educator preparation for which the EPP is seeking approval.

(2) The following information shall be demonstrated in the program review documentation:

(a) An overview that includes:

1. The context and unique characteristics;

2. Description of the organizational structure;

3. The vision, mission, and goals; and

4. The shared values and beliefs for educator preparation.

(b) A description of its systematic approach for continuous improvement;

(c) A description of its clinical partnerships;

(d) An alignment of the program's coursework and field and clinical experiences with the content standards of the relevant National Specialized Professional Association, student academic expectations as established in 703 KAR 4:060, and relevant state performance standards in Title 16 of the Kentucky Administrative Regulations;

- (e) Identification and alignment of the program assessments to the state performance standards to assure each candidate's mastery prior to exit from the program;
- (f) Identification of how the program addresses the applicable regulatory requirements of Title 16 of the Kentucky Administrative Regulations;
- (g) A list of faculty responsible for and involved with the conduct of the specific program, along with the highest degree of each, qualifications for the program, and status of employment within the program and the university; and
- (h) A curriculum guide provided to each candidate that includes the following:
 1. Name of the program and resulting certification and rank;
 2. Program admission criteria;
 3. Program coursework;
 4. Program exit requirements;
 5. Certification requirements if they differ from the program exit requirements.

Section 19. New Program Approval for an Accredited EPP.

- (1) An accredited EPP shall submit a program proposal for each new educator preparation program.
- (2) A program proposal shall demonstrate the following components:
 - (a) A description of its clinical partnerships relevant to the new program;
 - (b) A description of the application of the EPP's continuous improvement plan as it pertains to the new program;
 - (c) An alignment of the program's coursework and field and clinical experiences with the content standards of the relevant National Specialized Professional Association, student academic expectations as established in 703 KAR 4:060, and relevant state performance standards in Title 16 of the Kentucky Administrative Regulations;
 - (d) Identification and alignment of the program assessments to the state performance standards to assure each candidate's mastery prior to exit from the program;
 - (e) Identification of how the program addresses the applicable regulatory requirements of Title 16 of the Kentucky Administrative Regulations;
 - (f) A list of faculty responsible for and involved with the conduct of the specific program, along with the highest degree of each, qualifications for the program, and status of employment within the program and the university; and
 - (g) A curriculum guide provided to each candidate that includes the following:
 1. Name of the program and resulting certification and rank;
 2. Program admission criteria;
 3. Program coursework;
 4. Program exit requirements; and
 5. Certification requirements if they differ from the program exit requirements.
- (3) A program shall receive EPSB approval prior to admission of students to the program. The Program approval decision options shall be:
 - (a) Approval with the next review scheduled during the regular accreditation cycle;
 - (b) Approval with conditions with a maximum of one (1) year probationary extension for correction of a specific problem to be documented through written materials or through an onsite visit. At the end of the extension, the EPSB shall decide if the documentation supports:
 1. Approval; or
 2. Denial.
 - (c) Denial of approval indicating that a serious problem exists which jeopardizes the quality of preparation for school personnel.

Section 20. Continuing Program Approval.

- (1) An EPP that has been granted approval for each of its educator preparation programs, shall submit the following for each educator preparation program for which it seeks

continuing approval:

- (a) Report of any changes in the program since the last EPSB review;
 - (b) Summary analysis of the program assessment data to identify areas of strength and weakness relevant to the educator performance standards; and
 - (c) Description of the program's continuous improvement plan based on the program analysis.
- (2) The EPSB shall order a review of an educator preparation program if it has cause to believe that the quality of the preparation is seriously jeopardized.
- (a) The review shall be conducted under the criteria and procedures established in the EPSB "Emergency Review of Certification Programs Procedure" policy incorporated by reference.
 - (b) Phase One Review shall require a written report about the identified program(s) and the continuous improvement plans.
 - (c) The Phase Two Review shall require an on-site review to be conducted by EPSB staff and a team of trained reviewers.
 - (d) The review shall result in a report to which the EPP may respond.
 - (e) The review report and EPP response shall be used by the Program Review Committee as the basis for a recommendation to the full EPSB for:
 1. Approval;
 2. Approval with conditions; or
 3. Denial of approval for the program.
 - (f) If the EPSB denies approval of a program, the EPP shall notify each candidate currently admitted to that program of the EPSB action. The notice shall include the following information:
 1. A candidate recommended for certification or advancement in rank within the twelve (12) months immediately following the denial of state approval and who applies to the EPSB within the fifteen (15) months immediately following the denial of state approval shall receive the certification or advancement in rank; and
 2. A candidate who does not meet the criteria established in subparagraph 1. of this paragraph shall transfer to an EPSB approved program to receive the certificate or advancement in rank.

Section 21. Content Review Committee.

- (1)
 - (a) EPSB staff shall identify and train a content review committee in each of the certificate areas to provide content area expertise to EPSB staff and the Program Review Committee.
 - (b) Nominations for the content review committees shall be solicited from the education constituent groups.
- (2)
 - (a) A content review committee shall review all new educator preparation program proposals to establish congruence of the program with standards of National Specialized Professional Association and appropriate state performance standards in Title 16 of the Kentucky Administrative Regulations.
 - (b) EPSB staff may initiate a content review committee for a continuing approval review as determined by program changes that may have occurred since the last review.
- (3) A content review committee shall submit written comments to EPSB staff and the Program Review Committee for use in the program review process.
- (4) A content review committee shall not make any determination or decision regarding the approval or denial of a program.

Section 22. Program Review Committee.

- (1) The EPSB shall appoint and EPSB staff shall train a Program Review Committee representative of the constituent groups to the EPSB.
- (2) The Program Review Committee shall conduct a preliminary review of the Development Process Stage One documentation for adequacy, timeliness, and conformity with the corresponding standards and Kentucky Administrative Regulations.
- (3) The Program Review Committee shall send a Program Review Update to the Stage One applicants indicating whether the documentation satisfies the submission requirements. If a requirement has not been met, the applicant shall be asked to revise or send additional documentation.
- (4) For new program approval, the Program Review Committee shall:
 - (a) Determine that the submitted material meets requirements;
 - (b) Ask EPSB staff to resolve with the EPP a discrepancy or omission in the report or programs;
 - (c) Make a recommendation for program approval to the EPSB; or
 - (d) Recommend that the evaluation and approval process be terminated as a result of a severe deficiency in the program.
- (5) For continuing program approval, the Program Review Committee shall:
 - (a) Determine that the submitted material meets requirements;
 - (b) Identify additional components of the program to be reviewed;
 - (c) Ask EPSB staff to resolve with the EPP a discrepancy or omission in the report or programs;
 - (d) Refer an unresolved discrepancy or omission to the on-site accreditation team for resolution; or
 - (e) Recommend that the evaluation and approval process be terminated as a result of a severe deficiency in the program.
- (6) EPSB staff shall discuss a recommendation for termination with the EPP. The EPP may submit a written response that shall be presented with the Program Review Committee comments and program review documents to the full EPSB.

Section 23. Approval of Off-site Programs.

- (1) Institutions in Kentucky with educator preparation programs shall seek approval from the EPSB before offering courses or whole programs at an off-campus site.
 - (a) The institution shall submit a written request to the EPSB to begin offering courses at the off-site location describing the location and physical attributes of the off-campus site, resources to be provided, faculty and their qualifications, and a list of courses or programs to be offered.
 - (b) The off-site location shall be approved by the EPSB before the institution may begin offering courses at the location.

Section 24. Incorporation by Reference.

- (1) The following material is incorporated by reference:
 - (a) "2022 CAEP Initial Level Standards", December 2020;
 - (b) "CAEP Standards for Accreditation at the Advanced Level", June 2021; and
 - (c) "Education Professional Standards Board Emergency Review of Certification Programs Procedure", 2020.
 - (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Kentucky Department of Education, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m.
- (23 Ky.R. 4275; Am. 24 Ky.R. 343; eff. 8-4-1997; 1952; eff. 5-18-1998; 27 Ky.R. 3356; 28 Ky.R. 383; eff. 8-15-2001; Recodified from 704 KAR 20:696, 7-2-2002; 29 Ky.R. 2916; 30 Ky.R. 260; eff. 8-13-2003; 31 Ky.R. 1854; 32 Ky.R. 29; eff. 8-5-2005; 32 Ky.R. 2047; 33 Ky.R. 19; eff. 8-7-2006; 34 Ky.R. 1081; 1690; eff. 2-1-2008; 35 Ky.R. 2321; 2655; eff. 6-8-2009; 37 Ky.R. 2027; 2365; eff. 5-6-2011; 48 Ky.R.449, 1494; eff. 2-1-2022.)

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