

16 KAR 2:010. Kentucky professional and provisional teacher certificates.

RELATES TO: KRS 161.020, 161.028(1), 161.030

STATUTORY AUTHORITY: KRS 161.028(1)(a),(f), 161.030

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.028(1)(a) authorizes the Education Professional Standards Board (EPSB) to establish the standards for obtaining and maintaining a teaching certificate. KRS 161.028(1)(b) authorizes the board to set standards for programs for the preparation of teachers and other professional school personnel. KRS 161.028(1)(f) authorizes the board to issue and renew any certificate. This administrative regulation establishes the Kentucky certification to be issued for teaching positions.

Section 1. Definitions.

- (1) "Approved program of preparation" means a program which has been approved by the board pursuant to 16 KAR 5:010 for a specific certification.
- (2) "Base certificate" means a professional certificate that allows a teacher to teach introductory and interdisciplinary courses in related fields.
- (3) "Certificate endorsement" means an addition to a base or restricted base certificate, which is limited in scope.
- (4) "Certificate extension" means an additional base or restricted base certificate in a content area or grade range.
- (5) "Major" means an academic area of concentration consisting of at least thirty (30) hours of coursework.
- (6) "Restricted base certificate" means a certificate that allows a teacher to teach in a specific limited content area.
- (7) "Statement of eligibility" means a candidate has met the requirements necessary to receive a provisional certificate.

Section 2. Types of Certificates Issued.

- (1) Provisional certificate;
 - (a) Conditional certificate;
 - (b) Provisional internship certificate - one (1) year certificate;
 - (c) Temporary provisional certificate;
 - (d) Probationary provisional certificate;
 - (e) Proficiency provisional certificate;
 - (f) Occupation-based career and technical education provisional certificate;
 - (g) One (1) year provisional alternative certificate;
 - (h) Adjunct certificate;
 - (i) Emergency certificate;
 - (j) Temporary certificate for Instructional Leadership:
 1. In-state; and
 2. Out-of-state;
 - (k) Temporary certificate; and
 - (l) Provisional certificate for "other school professionals".
- (2) Professional certificate.
 - (a) Initial certificate - four (4) year certificate;
 - (b) Initial certificate - five (5) year certificate;
 - (c) Renewal certificate - five (5) year certificate;
 - (d) Occupation-based career and technical education professional certificate; and
 - (e) Professional certificate for "other school professionals".
- (3) Junior Reserve Officer Training Corps (JROTC) Certificate.
- (4) Additional Certification:
 - (a) Certificate extension; and
 - (b) Certificate endorsement.

- (5) Substitute teaching certificate.
 - (a) Certified substitute certificate; and
 - (b) Emergency substitute certificate.
- (6) All other existing certificates shall remain valid and the terms for renewal shall be determined by the laws and regulations in effect at the time the certificate was issued pursuant to KRS 161.020.

Section 3. Certificate Issuance.

- (1) Prior to the issuance of a certificate or statement of eligibility, the applicant shall disclose certain background information as established in Section 8 of this administrative regulation. If the applicant answers "yes" to any of the questions established in Section 8(1)(a)-(f) of this administrative regulation, the EPSB may still issue a certificate or statement of eligibility for that applicant, but the board shall retain final authority to deny a request for certification or statement of eligibility if the board so chooses.
- (2) The EPSB shall issue a statement of eligibility to a teacher candidate who:
 - (a) Has successfully completed a traditional initial preparation program that resulted in the issuance of a bachelor's degree or higher with either:
 - 1. A cumulative grade point average of 2.75 on a 4.0 scale; or
 - 2. A grade point average of 3.0 on a 4.0 scale on the last thirty (30) hours of credit completed, including undergraduate and graduate coursework.
 - 3. Grade point average (GPA) shall be calculated by beginning with the most recent course completed and proceeding backward for two (2) semesters in the order the grades fall on the transcript to accumulate the last thirty (30) hours completed for determining the GPA.
 - 4. If it is necessary to go back further than two (2) semesters, then the courses in the third semester shall be chosen based on the highest grades earned during that third semester;
 - (b) Earns a passing score on all assessments required for the certification sought as established in 16 KAR Chapter 6.
- (3) All certificates issued shall either be a base or restricted base certificate as established in Section 4 of this administrative regulation.
- (4) Provisional Certificates.
 - (a) Conditional Certificate.
 - 1. The EPSB may issue a conditional certificate to a teacher candidate unable to earn a passing score on all assessments required for the certification sought pursuant to KRS 161.030(3)(b), if the teacher candidate meets the requirements of 16 KAR 2:180.
 - 2. A teacher candidate with only a conditional certificate is not eligible to participate in the Kentucky Teacher Internship Program (KTIP).
 - (b) Provisional Internship Certificate. The EPSB shall issue a provisional internship certificate to a teacher candidate who has completed a traditional preparation program upon confirmation of employment in an assignment for the grade level and content area identified on an unexpired statement of eligibility for the duration of the KTIP.
 - (c) Temporary Provisional Certificate.
 - 1. The EPSB shall issue a temporary provisional certificate pursuant to KRS 161.048 with a grade level and content area recommended by the institution that will be valid for employment in the area of certification sought.
 - 2. The certificate shall be issued at the appropriate rank pursuant to the requirements established in 16 KAR 8:020.
 - 3. Prior to issuance of the certificate, pursuant to 16 KAR Chapter 9:
 - a. The teacher candidate shall submit to the EPSB an official transcript from each college or university attended; and

- b. The institution shall submit to the EPSB a mentoring collaboration agreement with the district if the teacher candidate is seeking certification through the enrollment of a university-based alternative certification program.
- 4. The EPSB shall renew the temporary provisional certificate yearly upon the recommendation of the institution. The institution shall base its recommendation pursuant to KRS 161.048 and 16 KAR Chapter 9.
- 5. A teacher candidate shall be eligible for KTIP upon completion of all program requirements and after successfully passing all applicable assessments pursuant to 16 KAR 6:010.
- (d) Probationary Provisional Certificate.
 - 1. A probationary provisional certificate shall be initiated by the school district to fill an area of need.
 - 2. The EPSB shall issue a probationary provisional certificate pursuant to 16 KAR 2:110, 16 KAR 2:130, 16 KAR 2:140, 16 KAR 2:150, 16 KAR 2:160, 16 KAR 2:170, 16 KAR 2:200, 16 KAR 3:030, or 16 KAR 3:040.
- (e) Proficiency Provisional Certificate.
 - 1. The EPSB shall issue a proficiency provisional certificate in accordance with a grade level and content area recommended by the university that will be valid for employment in the area of certification sought.
 - 2. The certificate shall be issued at the appropriate rank pursuant to the requirements established in 16 KAR 8:020.
 - 3. Prior to issuance of the certificate, pursuant to 16 KAR 5:030 the:
 - a. Teacher candidate shall submit to the EPSB an official transcript from each college or university attended; and
 - b. College or university shall submit to the EPSB an educator learning plan (ELP); and
 - c. Candidate shall have a written offer of employment in the content area in which certification is being sought.
 - 4. The EPSB shall renew the proficiency provisional certificate yearly upon the recommendation of the college or university. The college or university shall base its recommendation on the ELP pursuant to 16 KAR 5:030.
- (f) Occupation-based Career and Technical Education Provisional Certificate. The EPSB shall issue an occupation-based career and technical education provisional certificate following the completion of the appropriate requirements established in 16 KAR 2:020.
- (g) One (1) year Provisional Alternative Certificate. The EPSB shall issue a one (1) year provisional alternative certificate to a teacher candidate who is enrolled in a local school district training program following the completion of the appropriate requirements established in 16 KAR 9:050, 16 KAR 9:060, and 16 KAR 9:070.
- (h) Adjunct Certificate. The EPSB shall issue an adjunct instructor certificate following completion of the appropriate requirements established in 16 KAR 9:020.
- (i) Emergency Certificate. The EPSB shall issue an emergency certificate pursuant to 16 KAR 2:120.
- (j) Temporary Certificate for Instructional Leadership.
 - 1. In-state. The EPSB shall issue a temporary certificate for instructional leadership pursuant to KRS 161.027(6) and 16 KAR 6:030, Section 8.
 - 2. Out-of-state. The EPSB shall issue a temporary certificate for institutional leadership pursuant to KRS 161.027(6).
- (k) Temporary Certificate.
 - 1. The EPSB shall issue a temporary certificate to out-of-state teachers with less than two (2) years of experience pursuant to KRS 161.030(3)(c).

2. A temporary certificate may be issued for a period up to six (6) months, not to exceed the end of the semester in which the temporary certificate is issued, during which the teacher must successfully pass all required assessments pursuant to 16 KAR 6:010.

(l) Provisional Certificate for "Other School Professionals". The EPSB shall issue a provisional certificate for "other school professionals" pursuant to 16 KAR 2:060, 16 KAR 2:080, 16 KAR 2:090, or 16 KAR 3:060.

(5) Professional Certificates.

(a) Initial Four (4) Year Certificate. The EPSB shall issue an initial four (4) year certificate to a teacher candidate who has successfully completed KTIP while holding a provisional internship certificate issued by the EPSB unless otherwise waived pursuant to KRS 161.030 based on preparation and experience completed outside of Kentucky.

(b) Initial Five (5) Year Certificate.

1. The EPSB shall issue an initial five (5) year certificate to a teacher candidate who has successfully completed KTIP while holding a temporary provisional certificate issued by the EPSB; or

2. To a teacher candidate based on preparation and experience completed outside of Kentucky pursuant to KRS 161.030.

(c) Renewal Five (5) Year Certificate.

1. The first five (5) year renewal shall require:

a. Completion of a minimum of fifteen (15) semester hours of graduate credit applicable to the fifth-year approved program of preparation established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or

b. Completion of the required components of the continuing education option for initial certificate renewal as established in 16 KAR 8:030.

2. The second five (5) year renewal shall require:

a. Completion of the fifth-year approved program of preparation established in 16 KAR 8:020 by September 1 of the year of expiration of the certificate; or

b. Successful completion of the continuing education option as established in 16 KAR 8:030.

3. Each subsequent five (5) year renewal shall require completion of the renewal requirements established in 16 KAR 4:060.

(d) Occupation-based Career and Technical Education Professional Certificate. The EPSB shall issue an occupation-based career and technical education professional certificate pursuant to 16 KAR 2:020.

(e) Professional certificate for "Other School Professionals". The EPSB shall issue a professional certificate for other school professionals pursuant to 16 KAR 2:060, 16 KAR 2:070, 16 KAR 2:090, or 16 KAR 3:060.

(6) Junior Reserve Officer Training Corps (JROTC) Certificate. The EPSB shall issue a JROTC certificate pursuant to 16 KAR 2:100.

(7) Substitute Certificates. The EPSB shall issue a certified substitute teaching certificate or an emergency substitute certificate pursuant to 16 KAR 2:030 and 16 KAR 2:120 Section 2.

Section 4. Grade Levels and Specializations.

(1) Preparation for a teaching certificate shall be based on:

(a) The Kentucky teacher standards established in 16 KAR 1:010;

(b) The accreditation and program approval standards established in 16 KAR 5:010, including the content standards of the relevant national specialty program associations; and

(c) The goals for the schools of the Commonwealth established in KRS 158.6451 and the student academic expectations established in 703 KAR 4:060.

(2) A base certificate shall be issued specifying one (1) or more of the following grade levels and specialization authorizations:

(a) Interdisciplinary early childhood education birth to primary, as established in 16 KAR 2:040; and

(b) Elementary school: primary through grade 5 to include preparation in the academic disciplines taught in the elementary school.

1. The elementary certificate shall be valid for teaching grade 6 if grade 6 is taught in a self-contained classroom or in a school organization in which grade 6 is housed with grade 5 in the same building.

2. A candidate for the elementary certificate may simultaneously prepare for certification for teaching exceptional children.

(c)

1. Middle school option 1: grades 5 through 9 with the equivalent of one (1) major to be selected from:

a. English and communications;

b. Mathematics;

c. Science; or

d. Social studies; or

2. Middle school option 2: grades 5 through 9 with two (2) middle school teaching fields to be selected from:

a. English and communications;

b. Mathematics;

c. Science; or

d. Social studies;

(d) Secondary school shall be valid for teaching students in: grades 8 through 12 with one (1) or more of the following majors:

1. English;

2. Mathematics;

3. Social studies;

4. Biology;

5. Chemistry;

6. Physics; or

7. Earth science;

(e) Grades 5 through 12 with one (1) or more of the following majors:

1. Agriculture;

2. Business and marketing education;

3. Family and consumer science;

4. Industrial education; or

5. Engineering and technology;

(f) All grade levels with one (1) or more of the following specialties:

1. Art;

2. A foreign language;

3. Health;

4. Physical education;

5. Integrated music;

6. Vocal music;

7. Instrumental music; or

8. School media librarian; or

(g) Grades primary through 12 for teaching exceptional children and for collaborating with teachers to design and deliver programs for preprimary children, for one (1) or more of the following disabilities:

1. Learning and behavior disorders;

2. Moderate and severe disabilities;
3. Hearing impaired;
4. Hearing impaired with sign proficiency;
5. Visually impaired;
6. Communication disorders, valid at all grade levels for the instruction of exceptional children and youth with communication disorders, which shall require a master's degree in communication or speech language pathology, pursuant to 16 KAR 2:050, Section 2; or
7. Communication disorders - SLPA only, valid at all grade levels for the instruction of exceptional children and youth with communication disorders, which shall require a baccalaureate degree in communication or speech language pathology, pursuant to 16 KAR 2:050, Section 3.

(3)

(a) The grades 5 through 9 mathematics certificate issued under subsection (2)(c)1.b. or 2.b. of this section shall be valid for teaching Algebra I grades 10 and 11.

(b) A candidate who chooses to simultaneously prepare for teaching in the middle school and for an additional base or restricted base certificate issued under subsection (2) or (4) of this section, including certification for teaching exceptional children, shall be required to complete one (1) middle school teaching field as established in subsection (2)(c) of this section.

(4) A restricted base certificate shall be issued specifying one (1) or more of the following grade level and specialization authorizations:

- (a) Psychology, grades 8 through 12;
- (b) Sociology, grades 8 through 12;
- (c) Journalism, grades 8 through 12;
- (d) Speech or media communications, grades 8 through 12;
- (e) Theater, primary through grade 12;
- (f) Dance, primary through grade 12;
- (g) Computer information systems, primary through grade 12; or
- (h) English as a second language, primary through grade 12.

(5) An endorsement to a certificate identified in subsection (2) or (3) of this section shall be issued specifying one (1) or more of the following grade level and specialization authorizations:

- (a) Computer science, grades 8 through 12;
- (b) English as a second language, primary through grade 12;
- (c) Gifted education, primary through grade 12;
- (d) Driver education, grades 8 through 12;
- (e) Literacy specialist, primary through grade 12;
- (f) Reading, primary through grade 12;
- (g) Instructional computer technology, primary through grade 12;
- (h) Teacher Leader, all grades;
- (i) Other instructional services - school safety, primary through grade 12;
- (j) Other instructional services - environmental education, primary through grade 12;
- (k) Other instructional services - elementary mathematics specialist, primary through grade 5; or
- (l) Learning and behavior disorders, grades 8 through 12. This endorsement shall be issued:

1. Following completion of the requirements of Section 5(2) of this administrative regulation; and

2. Only to candidates with preparation and certification for a base or restricted base certificate for the secondary grades 8 through 12; or

(m) American Sign Language, primary through grade 12.

Section 5. Certification through Proficiency Evaluation.

- (1) Proficiency evaluations shall be conducted pursuant to 16 KAR 5:030 by a Kentucky college or university with an approved educator preparation program.
- (2) The EPSB may issue a proficiency provisional certificate to an individual upon request pursuant to this section provided that the individual meets the requirements established in Section 3 of this administrative regulation or any certificate area offered in Section 4 of this administrative regulation pursuant to 16 KAR 5:030.

Section 6. Additional Certification.

- (1) A certificate extension may be issued to a certified teacher for any base or restricted base certificate offered in Section 4(1) through (4) of this administrative regulation and shall require:
 - (a) An unexpired base or restricted base certificate, including a statement of eligibility;
 - (b) Successful completion of the applicable assessments; and
 - (c) Recommendation from an approved preparation program upon the demonstration of competency in the relevant teaching methodology verified via coursework, field experience, portfolio, or proficiency evaluation performed by a Kentucky college or university in accordance with 16 KAR 5:030.
- (2) A certificate endorsement may be issued for any area listed in Section 4(5) of this administrative regulation and shall require:
 - (a) An unexpired base or restricted base certificate, including statement of eligibility;
 - (b) Successful completion of the applicable assessments; and
 - (c) Recommendation from an approved program of preparation upon the demonstration of competency in the relevant teaching methodology verified via coursework, field experience, portfolio, or proficiency evaluation performed by a Kentucky college or university in accordance with 16 KAR 5:030.
- (3)
 - (a) A certified teacher may add a certificate endorsement or extension if the teacher applies for a certificate endorsement or extension and meets the requirements established in paragraph (b) of this subsection.
 - (b) A certificate extension or certificate endorsement shall be issued if an educator:
 1. Holds a valid Kentucky professional teaching certificate;
 2. Submits proof that the educator has:
 - a. Current employment in a certified position;
 - b. A bona fide offer of employment in a certified position in a Kentucky public school; or
 - c. Approval of the local district superintendent;
 3. Successfully completed the applicable content assessments; and
 4. Has either:
 - a. A major in the area of certification being sought; or
 - b. A combination of education, experience, professional development, awards, and achievements in the area of certification being sought sufficient to demonstrate subject matter competency as evidenced by a score of ninety (90) points in Sections 3 and 4 within application form CA-HQ.
 - (i) Points shall be granted only for experience, professional development, awards, or achievements earned relative to the specific content area, student population taught, and grade range served.
 - (ii) Coursework shall be validated on the application by a Kentucky college or university approved by the EPSB to serve as a "clearinghouse" for the purposes of this option.
 - (iii) Successful completion of the appropriate content assessment or assessments for the certificate area being added shall count for forty-five (45)

points.

(4) If a teacher currently holds a professional certificate in the secondary grades 8 through 12, and applies for a certificate extension or endorsement in the same content area for middle school grades 5 through 9, the teacher shall not be required to complete the content assessment.

(5) A certificate extension or endorsement issued pursuant to the requirements established in subsection (3)(c) of this section shall be permitted in the areas of English, mathematics, sciences, foreign languages, or social studies. Health and physical education areas shall be added only if the teacher holds the correlative certificate.

(6) The EPSB shall issue the proficiency provisional certificate and the professional certificate for the certificate endorsement and the certificate extension upon request provided that the certified teacher meets the requirements established in Section 3 of this administrative regulation.

Section 7. A candidate pursuing certification via an alternative route to certification shall receive the same certificates established in Section 4 of this administrative regulation following completion of the appropriate requirements specific to each alternative route.

Section 8. Disclosure of Background Information.

(1) Teachers and teacher candidates shall disclose certain background information to the EPSB when applying for the issuance or renewal of the provisional certificate or the professional certificate by answering the following questions:

(a) Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you shall answer "yes."

(b) Have you ever been suspended or discharged from any employment or military service because of allegations of misconduct?

(c) Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?

(d) Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

(e) Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? Minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) shall be reported.

(f) Do you have any criminal charges pending against you?

(g) If you answered affirmatively to any of the questions in this Section, has the EPSB previously reviewed the information?

(2) The EPSB shall provide teachers and teacher candidates with the opportunity to submit a narrative to the board to consider before the board approves the request for issuance or renewal of a provisional certificate or a professional certificate. The teacher or teacher candidate may include in his or her narrative any dates, locations, school systems, court records, or any other information he or she would like the board to consider.

Section 9. Incorporation by Reference.

(1) "Form CA-HQ", 02/18, 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.

(21 Ky.R. 212; Am. 949; eff. 10-6-1994; 23 Ky.R. 1017; eff. 10-3-1996; 24 Ky.R. 404; 892; eff. 10-2-1997; 2426; 25 Ky.R. 76; eff. 7-13-1998; 26 Ky.R. 442; 749; eff. 10-11-1999; 27 Ky.R. 1877; 2442; eff. 3-19-2001; 28 Ky.R. 2073; 2344; eff. 5-16-2002; recodified from 704 KAR 20:670, 7-2-2002; 30 Ky.R. 2315; 31 Ky.R. 20 eff. 8-6-2004; 33 Ky.R. 823; 1266; eff. 12-1-2006; 34 Ky.R. 1079; 1687; eff. 2-1-2008; 1294; 1892; eff. 3-5-2010; 38 Ky.R. 68; 479; eff. 10-7-11; 40 Ky.R. 2584; 41 Ky.R. 8; eff. 8-1-2014; 44 Ky.R. 1584, 2033; 45 Ky.R. 321; eff. 8-31-2018.)