

# Henderson County Schools

1805 Second Street, Henderson, Kentucky 42420  
(270) 831-5000 Fax: (270) 831-5009  
www.henderson.kyschools.us



March 6, 2017

To: Henderson County Board of Education

From: Jinger Carter, Director of Human Resources

RE: Approval of Emergency Certificate

This is a request for approval for an emergency teaching certificate for a new preschool teacher. She actually has a Statement of Eligibility teaching certificate to teach preschool and ideally would be starting her KTIP (Kentucky Teacher Internship Program) process.

As a result of her being hired late in the year, she only has 65 instructional days until the end of the year. KTIP requires at least 70 instructional days for it to be considered a semester. Therefore, the Educational Professional Standards Board (EPSB) advised that we must now apply for an emergency certification for this teacher.

In order to have a full-time emergency certification, the following must be verified:

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:120):

- Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means. a. Have you checked the KDE certified vacancy listing? ☐ Yes ☐ No Date Checked \_\_\_\_\_
- b. Have you contacted the institution(s) in your geographic area regarding traditionally prepared candidates and candidates eligible for certification via the alternative routes? ☐ Yes ☐ No Date Checked \_\_\_\_\_
- Is this position or assignment funded or partially funded with Title I funds (targeted assistance and/or school-wide programs)? ☐ Yes ☐ No
- No qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds the appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
- This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
- The person named in this application sustains good moral character and is at least 18 years of age. (Applicant MUST fill out Section V on the reverse side of this form.)
- The applicant has complied with the criminal records check required in KRS 160.380.
- Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours and a bachelor's degree from a regionally accredited institution.

Thank you for your consideration of this request.