

Summary of Proposed Amendments to KY Tech Policy and Procedure Manual

Amendment	Rationale
<p>Kentucky School Board Association suggested policy updates due to new legislation:</p> <p>Policy 02.31, School Resource Officers (SROs):</p> <p>Add “whose primary job function is to work with youth at a school site” <i>Page 1, lines 8-9</i></p> <p>Strike “Effective January 1, 2020, a” <i>Page 1, line 18</i></p> <p>Add “with active SRO certification” <i>Page 1, line 18</i></p> <p>Add “serve in the capacity of an SRO” <i>Page 1, lines 22-23</i></p> <p>Strike “work” <i>Page 1, line 23</i></p> <p>Add “FIREARM REQUIREMENT Each SRO shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.” <i>Page 1, lines 24-26</i></p> <p>Strike “SUPERINTENDENT TO REPORT No later than November 1 of each year, the Superintendent shall report to the Center for School Safety the number and placement of SROs in the District. The report shall include the source of funding and method of employment for each position.” <i>Page 1, lines 27-30</i></p> <p>Add reference to KRS 158.4414 <i>Page 1, line 33</i></p> <p>Strike reference to KRS 158.4114 <i>Page 1, line 35</i></p>	<p>The Office of Career and Technical Education (OCTE) contracts with the Kentucky School Board Association (KSBA) to maintain the KY Tech policies and procedure manual as well as provide legislative related updates and suggestions.</p> <p>For Policy 02.31, KSBA states “SB 8 revises the definition of an SRO, training requirements, and adds a firearm requirement.”</p>

<p>Policy 05.48, Weapons</p> <p>Add “Each School Resource Officer (SRO) shall be armed with a firearm, notwithstanding any provision of local board policy, local school council policy, or memorandum of agreement.” <i>Page 2, lines 11-13</i></p> <p>Add reference to KRS 158.4414 <i>Page 3, line 34</i></p>	<p>For Policy 05.48, KSBA states “SB 8 adds a firearm requirement for school resource officers.”</p>
<p>Policy 09.2211, Employee Reports of Criminal Activity</p> <p>Add “or is a victim of female genital mutilation” <i>Page 5, line 10</i></p> <p>Add reference to “New Section of KRS 508” <i>Page 5, line 22</i></p>	<p>For Policy 09.2211, KSBA states “SB 72 amends KRS 620.030 to add a victim of female genital mutilation to required reporting.”</p>
<p>Policy 09.227, Child Abuse</p> <p>Add “or is a victim of female genital mutilation” <i>Page 6, line 10</i></p> <p>Strike reference to “(1)(15)” <i>Page 7, line 31</i></p> <p>Add reference to “New Section of KRS 508” <i>Page 7, line 36</i></p>	<p>For Policy 09.227, KSBA states “SB 72 amends KRS 620.030 to add a victim of female genital mutilation to required reporting.”</p>
<p>Policy 09.33, Fund-Raising Activities</p> <p>Add “DEFINITION Fund-raising is an organized activity of soliciting and collecting money for school or student organizations. Contributions and collections derived from school-sponsored fund-raising activities shall be deposited in the school’s activity fund bank account or the District bank account.” <i>Page 8, lines 9-12</i></p> <p>Add “CONDUCT OF ACTIVITIES Any support/booster organization wishing to be recognized by and/or affiliated with the District shall conduct fund-raising activities to benefit the entire group and shall not permit credit to be earned through fund-raising for an individual</p>	<p>For Policy 09.33, KSBA states “Requirements for booster clubs and school activity funds have been updated in the revised accounting procedures for Kentucky school activity funds (Redbook) issued by the Kentucky Department of Education, which went into effect August 2019.”</p>

student. No dues, fees, or charges shall be assessed to students or parents.”
Page 8, lines 28-32

Policy 03.112, Certification and Records

Add “Process to Become Occupation-Based Certified

1. Applicant completes online application for appropriate KY TECH position.
2. Kentucky Department of Education (KDE) Office of Career and Technical Education (OCTE) will verify the candidate has a successful and appropriate occupational experience in the area in which certification is sought and clear the Principal to interview the candidate.
3. Principal conducts interviews with desired candidate pool and notifies KDE Human Resources (HR) of the top candidate to hire.
4. Applicant completes the following:
 - Application for Occupation-Based Career and Technical Education Certification and Ranking (CA-3)
 - If the applicant has college hours, an official transcript must be mailed to the OCTE Certification Specialist
 - Child Abuse / Neglect check (DPP-156)
 - Fingerprint form FD-258
5. OCTE will review CA-3 to determine if additional assessment is needed to show academic and/or technical content knowledge. If additional assessment (KYOTE and/or NOCTI) is needed, OCTE Certification Specialist will communicate with candidate to schedule any additional assessment(s).
6. Candidate is responsible for ensuring that all documentation, including background results, are forwarded to OCTE, ATTN: Certification Specialist, 300 Sower Boulevard, 5th floor, Frankfort, KY 40601. *Documentation Includes:
 - Application for Occupation-Based Career and Technical Education Certification and Ranking (CA-3)
 - Candidates seeking certification who have been self-employed must secure documentation on length and experience of self-employment in related area/and submit with the CA-3.
 - KYOTE (see requirements for other valid assessment) scores, if required. The KYOTE assessment may be taken at any KCTCS testing center.

Policy 03.112 updates are OCTE staff recommended updates due to changes in regulation and licensure requirements.

The New Teacher Institute (NTI) is a 24-month induction model for all occupation-based Career and Technical Education (CTE) teachers pursuing professional teacher certification through the KDE. The OCTE recently overhauled the New Teacher Institute leading to the need for policy updates related to NTI.

The addition of the “Process to Become Occupation-Based Certified” helps to clarify specific requirements.

- Official High School Transcript, GED or Official College/University Transcript
- PERSONNEL 03.112

(CONTINUED)

Certification and Records

PROCESS TO BECOME OCCUPATION-BASED CERTIFIED (CONTINUED)

- Any applicable required License/Certification or diploma or NOCTI test (if applicable)

7. The KDE OCTE forwards the CA-3 to Educational Professional Standards Board (EPSB), who will issue a One (1)-Year Provisional Occupation Based Certificate for Teaching via the email address provided on the candidate’s CA-3 form. The candidate is responsible for setting up an online account with EPSB and will be provided with email instructions to complete that process. KDE must have the provisional teacher certificate on file before the candidate can begin working with students. Upon receipt of communication via email from EPSB with a link to the provisional teaching certificate, the candidate should email a copy of the certificate to the Principal.”

Page 9, lines 12-41 and Page 10, lines 1-12

Add “degree”

Strike “64 college hours”

Add “six (6)”

Strike “ten (10)”

Page 10, line 15

Add “of initial certification”

Page 10, Lines 15-16

Add “industry”

Page 10, line 19

Strike “Teacher Testing: If applicant does not have a Teaching Certificate or Statement of Eligibility, he/she must successfully complete the Teacher Testing Program.”

Page 10, lines 21-22

Add “management, classroom assessment, instructional planning, instructional strategies, working with diverse student populations, and CTE-specific teacher dispositions”

Strike “presentation and situations”

Updates language to address changes to 16 KAR 2:020. The 64-hour program is no longer a requirement of occupation-based teacher certification. Teachers may earn an associate degree in their field of teaching. These changes also limited the provisional certificate to five (5), one (1) year renewals for a total validity period of six (6) years. This is a change from the previous ten (10) timeframe.

Addition to clarify the type of licensure.

Removal of repetitive language within the policy. Testing is addressed in more detail further on in the policy.

Update the definition of the New Teacher Institute (NTI) to reflect the refurbishing of NTI.

Add “been previously certified to teach secondary education in Kentucky by EPSB”

Strike “had student teaching are required to”

Strike “New Teacher Institute training and may acquire three (3) college hours through a participating college or university. It is the employee’s responsibility to contact the university/advisor to effect acquisition of the three (3) hours credit. In some instances, new teachers who have participated in student teaching may be required to participate in NTI.”

Add “Upon hire, instructors are automatically registered for NTI and expected to complete the two (2)-year program, a combination of face-to-face state-wide and regional meetings, online collaboration, and classroom-based support provided by KDE program consultants, trained mentor coaches, mentor teachers and building administrators.”

Page 10, lines 21-32

Strike “Internship: New Teachers (as indicated under NTI above) shall go through a year of internship. For this year, they will have an internship committee assigned to monitor their progress. The committee consists of: (1) Center Principal, (2) College/University Representative, and (3) Resource Teacher. The Resource Teacher will assist and guide the new teacher through the initial year.”

Page 10, lines 33-37

Replace “Internship with NTI”

Page 10, line 38

Add “EPSB”

Strike “Associate Commissioner of the Office of Career and Technical Education and the Board for Elementary and Secondary Education”

Page 11, lines 11-12

Add “without Kentucky secondary certification”

Page 11, line 22

Removed information regarding internship due to the repetitive nature in combination with the new NTI definition.

Clarify language

Clarify that the Education Professional Standards Board promulgates regulation for Certified and equivalent employees in the Office of Career and Technical Education not the Associate Commissioner of the Office of Career and Technical Education and the Board for Elementary and Secondary Education.

Clarify that the section is specific to new instructors “without Kentucky secondary certification”.

Replace “shall” with “may”
Page 11, line 24

Replace “64 college hours within ten (10) years” with “an occupation-based degree in the occupation area in which certification is sought or a degree from an approved occupation-based educator preparation degree program within six (6) years of initial provisional certification”
Page 11, lines 26-29

Strike “Must successfully complete one (1) year of internship and during that year, acquire three (3) college hours through a participating University (can use NTI training to acquire the three (3) hours.) Must be the NTI credit.”
Page 11, lines 31-33

Strike “Center Principal will work with the instructor in contacting the appropriate Teacher Educator at a participating University, as needed.”
Page 11, lines 36-37

Strike “New Teacher Institute: All new teachers (new to Kentucky Tech) must attend NTI.”
Page 11, line 38

Replace “<http://www.kyepsb.net/>” with “<http://www.epsb.ky.gov>”
Page 12, line 14

Replace “In most instances, renewal requires the completion of a TC-3.” with “Provisional certification renewal requires completion of a CA-2 form. Initial issuance, renewal of or application for rank change requires completion of a CA-1 form.”
Page 12, lines 27-29

Add “Once the instructor has completed NTI, if degree is not complete, the instructor is required to obtain six hours of relevant coursework each year and must submit”
Page 12, lines 30-31

Strike “If college hours are required, must attach”
Page 12, lines 31-32

Replace “TC-3” with “CA-2”
Page 12, line 32

There are circumstances that would allow a teacher to skip NTI such as an out of state CTE teacher with several years of service.

Clarify language and align policy with 16 KAR 2:020.

Removed to address changes made to NTI.

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Updated web link to EPSB site.

Addresses name changes to EPSB forms.

Clarify the requirements for completion of the CA-2 form as well as coursework and transcript needs.

Addressed with previous statement.

Addresses name changes to EPSB forms.

<p>Replace “TC-3” with “certification forms” <i>Page 12, line 33</i></p> <p>Replace “Certification Officer” with “OCTE certification specialist” <i>Page 12, line 34</i></p> <p>Replace “TC-4” with “CA-4VE” <i>Page 12, line 35 and line 36</i></p> <p>Replace “as a Career and Technical Education Principal” with “in the position for which the certification was issued” <i>Page 13, lines 6-7</i></p> <p>Replace “additional” with “new” <i>Page 13, line 8</i></p> <p>Add “for each year of experience not completed”</p> <p>Strike “of Career and Technical Education Principal” <i>Page 13, line 9</i></p> <p>Replace “Forty-two (42) hours of approved training selected from programs approved for the Kentucky Effective Instructional Leadership Training Program.” with “Completion of EILA hours as specified in KRS 156.101 by September 1 of the expiration year.” <i>Page 13, lines 10-12</i></p> <p>Replace “TC-2” with “CA-1” <i>Page 13, line 13</i></p> <p>Remove table of certification fees <i>Page 13, line 14</i></p> <p>Replace “must be in the form of a money order or Cashier’s Check – no personal checks. The document should be made payable to Kentucky State Treasurer. (Staple to the renewal document being forwarded)” with “shall be paid electronically through the online e-pay system at http://www.epsb.ky.gov” <i>Page 13, lines 15-18</i></p> <p>Add “with two (2) of those years in the last five (5) years” <i>Page 14, lines 21-22</i></p>	<p>Addresses name changes to EPSB forms and clarifies that the principal must sign the certification forms.</p> <p>Updates language to current position title.</p> <p>Addresses name changes to EPSB forms.</p> <p>Aligns language with EPSB requirements for renewal of a “certificate for Vocational School Principal”.</p> <p>Aligns language with EPSB requirements for renewal of a “certificate for Vocational School Principal”.</p> <p>Addresses name changes to EPSB forms.</p> <p>Fees have changed and tend to change over time. The table was removed to compensate for this fact.</p> <p>Addresses changes made to the process for payment of certification fees.</p> <p>Aligns policy with 16 KAR 2:020.</p>
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Strike “Executive Director for the”
Page 15, line 12

Replace “Executive Director” with “Office of
Career and Technical Education”
Page 15, lines 14-15

Replace “None” with “Minimum of a Kentucky
Journeyman Electrician license or four (4) years as
an Electrician in an Industrial setting with
experience in single and 3-phase voltage.”
Page 16, lines 6-8

Replace “None” with “Minimum of a Kentucky
Journeyman HVAC license.”
Page 16, lines 17-18

Replace “Mandatory CompTIA A+ Certification.
Cisco Academy Instructors are also required to
obtain (1) CCNA and (2) CCAI within two (2)
years.” with “Cisco Academy Instructors are
required to complete a training from Cisco to teach
the curriculum.”
Page 16, lines 22-25

Replace “These certifications are not required by
the state to practice the occupation in the field but
are required to teach the program, therefore, they
may be paid by the Kentucky Department of
Education.” with “The Cisco Academy training is
not required by the state to teach Computer
Science pathways but the training is required to
teach the Cisco Academy program, therefore, they
may be paid by the Kentucky Department of
Education.”
Page 16, lines 26-31

Add “Plumbing License:
• Requirements for employment and/or
continued employment – Minimum of a Kentucky
Journeyman Plumber license.
• Current Policy – HVAC occupational
license fees are required by the state to practice the
occupation in the field and must be paid by the
individual.”
Page 16, lines 32-36

Strike “Enacted by Senate Bill 199: KRS
317A.050 (1996).”
Page 17, line 19

Allows for the certification specialist to direct
approval to the appropriate OCTE staff member.

Adds certification requirements for Electrical
instructors that mirrors that of industry.

Adds certification requirements for HVAC
instructors that mirrors that of industry.

Updates Information Technology certification
requirements to mirror that of industry.

Clarifies the policy regarding certification fee
reimbursement for Cisco Academy.

Adds Plumbing program area and certification
requirements that were not previously included in
policy.

Strike “Information Technology - Credential – Renewal Requirements
Mandatory CompTIA A+ Certification
Cisco Academy Instructors are also required to obtain within two (2) years:
1. CCNA (Cisco Certified Network Associate)
1. CCAI (Cisco Certified Academic Instructor)”
Page 18, lines 14-18

Strike “New Teacher Internship
THE KENTUCKY TEACHER INTERNSHIP PROGRAM (KTIP) IS DESIGNED TO PROVIDE ASSISTANCE TO NEW TEACHERS. ITS MAIN GOAL IS TO HELP NEW TEACHERS EXPERIENCE A SUCCESSFUL FIRST YEAR IN THE CLASSROOM. THE PROGRAM STRENGTHENS EFFECTIVE TEACHING SKILLS AND HELPS THE INTERN TEACHER RECOGNIZE BEHAVIORS THAT ARE INEFFECTIVE OR COUNTERPRODUCTIVE FOR PUPIL LEARNING.

KRS 161.030 requires that all new teachers and out-of-state teachers with less than two (2) years of successful teaching experience who are seeking initial certification in Kentucky shall serve a one (1) year internship.

How a new teacher becomes an intern:

- A person who has completed an approved teacher preparation program must pass the assessment approved by the Education Professional Standards Board and apply to the Division of Certification for a teaching certificate. When the requirements have been completed, as evidenced by the application, official transcript, and report of the assessments, the applicant is issued a statement of Eligibility valid for five (5) years.
- When the teacher secures employment in an approved public school or accredited non-public school in Kentucky, the Confirmation of Employment section of the Statement of Eligibility Form must be completed and forwarded to the Division of Testing and Internship.
- A one-year (1) teaching certificate is then issued to cover the teaching assignment and a three-member internship committee is appointed and monitored by the Division of Testing and Internship. The committee shall be composed of three (3) persons:

Removes obsolete requirement.

Removes language addressing the KY Internship Program. This will be address within NTI or in combination with NTI in the event KTIP is fully funded.

1. Resource Teacher,
1. Center Principal of the school where the internship is served, and
2. Teacher Educator from a state-approved teacher training institution.”

Page 18, lines 19-43

Strike “twice a year”

Page 19, lines 5-6

Replace “one and one-half (1.5)” with “three (3)”

Page 19, line 10

Strike “Tests are given on a Saturday starting at 9:00 a.m.”

Page 19, line 12

Replace “Each test for a person in a teaching position is \$150; others will be charged \$300. Payment will be in advance, by certified check or money order made payable to Kentucky State Treasurer.” with “There is a fee to cover the cost of test administration. persons wishing to test should contact the OCTE to inquire about current testing fees.”

Page 19, lines 13-17

Replace “is usually given at an Administrative Business Office.” with “must be given at an approved NOCTI testing center”

Page 19, lines 26-27

Strike “written”

Page 19 line 28

Add “an online multiple-choice test and is”

Page 19 line 28

Add “NEW”

Page 19, line 34

Replace “Successful completion of the testing process will result in the issuance of a Statement of Eligibility, which, if employed, is the first step toward obtaining a teaching certificate.” with “Entrance exams are required for persons seeking occupation-based teacher certification if they do not have any college credit posted on an official post-secondary transcript. Candidate must send official college transcripts (if applicable) to the KDE OCTE certification specialist. If the candidate does not have a degree, the candidate

Aligns with current practice regarding NOCTI testing schedules.

Updates the minimum time allotment for NOCTI testing.

Removes ridged testing days to meet a more flexible current practice.

Replaces specific testing fee amounts to allow for future changes in fees.

Revises language to allow more flexibility with testing center locations and the fact the many of the administrative business offices no longer exist or no longer provide testing.

Addresses a change from the written to online format of the NOCTI assessment.

Clarifies that the section for testing applies only to new teachers.

Clarifies entrance exam requirements for new teachers.

will be required to take a general knowledge exam (ACT/SAT/KYOTE/GED) and obtain a passing score.” *Page 19, lines 35-38*

Replace “The Teacher Test consists of one (1) or any combination of two (2) areas (depending on the particular area for which the applicant needs certification and the individual’s education.):

Compass Information: Reading 78, Pre-Algebra 48, Writing 68.

1. COMPASS– 16 KAR 6:020. It states in Section 1 (2) "Each applicant without a teacher preparation degree shall successfully complete the Pre-Professional Skills Test (PPST) for communication skills and general knowledge. PPST testing fees, dates and locations are available in the PRAXIS handbook.

PPST - Passing Scores

- a. Reading – 167
- b. Mathematics – 166
- c. Writing - 167

2. NOCTI (National Occupational Competency Testing Institute)

- Written, Experienced Worker Test
- Maximum of 200 Questions
- Test Score is calculated by percentage grade; each question is worth one (1) grade point” with “ACT:

Reading – score of 20 or higher

Mathematics – score of 19 or higher

English (Writing) – score of 18 or

SAT:

Reading – score or 470 or higher on Evidence-based Reading and Writing

Mathematics - score of 460 or higher

English – score or 430 or higher on Evidence-based Reading and Writing

KYOTE:

Reading – score of 20 or higher

Mathematics – score of 22 or higher on College

Readiness Mathematics or score of 14 or higher on College Algebra

English (Writing) – score of 6 or higher

GED College Readiness:

Reading – score of 165 or higher on Reasoning through the Language Arts

Mathematics – score of 165 or higher on Mathematical Reasoning

English (Writing) – score of 165 or higher on Reasoning through the Language Arts.

NOCTI (National Occupational Competency Testing Institute) – The NOCTI written exam may

Replaces outdated testing cut scores with current requirements.

<p>be required for certain occupational areas to further verify work experience in the area they will be teaching.</p> <ul style="list-style-type: none"> o Written, Experienced Worker Test o Maximum of 200 Questions o Test Score is calculated by percentage grade; each question is worth one (1) grade point o If NOCTI is required, the exam will be scheduled by the KDE OCTEST Certification Specialist. The NOCTI requirement may be waived if the applicant has an approved industry certificate(s).” <p><i>Page 20, lines 8-33 and Page 21, lines 5-20</i></p> <p>Replace “http://kyepsb.net” with “http://www.epsb.ky.gov” <i>Page 21, line 24</i></p> <p>Add reference to 16 KAR 8:040 <i>Page 21, line 33</i></p>	<p>Updated web link to EPSB site.</p>
<p>Policy 03.19, Professional Development</p> <p>Replace “August” with “July” and “15” with “30” <i>Page 22, line 14</i></p> <p>Replace “Program Assessment” with “School Accountability” <i>Page 22, line 26</i></p> <p>Replace “http://kyepsb.net” with “http://www.epsb.ky.gov” <i>Page 22, line 32</i></p> <p>Replace “copies” with “electronic or hard copy forms” <i>Page 22, line 37</i></p> <p>Add “professional development to include technical” <i>Page 23, lines 9-10</i></p> <p>Add “Professional Development ACTIVE SHOOTER SITUATIONS By November 1, annually, a minimum of one (1) hour of training on how to respond to an active shooter situation shall be required for all District</p>	<p>Aligns policy with more flexible school calendar requirements created with the update of 780 KAR 3:080.</p> <p>The KY Tech Program Assessment process has changed to a more data drive continuous improvement model geared toward state accountability measures. The change aligns some PD to that model.</p> <p>Updated web link to EPSB site.</p> <p>Allows flexibility in the format of forms used to document training certificates.</p> <p>Clarifies that the 25-hour requirement must include upgrade training, but not all the 25 hours must be upgrade training. Other forms of professional development can help satisfy this requirement.</p> <p>This is a KSBA suggested update. For Policy 03.19, KSBA states “SB 1 (2019) amended KRS 156.095 to require training for how to respond to an active shooter situation for all school district</p>

employees with job duties requiring direct contact with students. The training shall be provided either in person, by live streaming, or via a video recording prepared by the Kentucky Department of Criminal Justice Training Kentucky Department of Education in collaboration with the Kentucky Law Enforcement Council, the Kentucky Department of Education, and the Center for School Safety and may be included in the four (4) days of professional development under KRS 158.070. When a staff member subject to the training requirements of this subsection is initially hired after the training has been provided for the school year, the District shall provide materials on how to respond to an active shooter situation.”

Page 24, lines 3-14

Add reference to KRS 158.070

Page 24, line 16

employees with job duties requiring direct contact with students.

SB 8 changes the active shooter training requirement to provided or prepared by the KY Department of Criminal Justice training in collaboration with KDE instead of provided or prepared by KDE.”

Policy 08.1, Curriculum

Strike “Kentucky Occupational Skill Standards Assessment; and”

Page 25, line 12

Replace “Evaluation” with “Implementation”

Page 25, line 32

Replace “once per year” with “one (1) regularly scheduled meeting per semester”

Page 27, lines 5-6

Replace “A chairperson shall be elected from the membership of the committee.” with “The Principal of the technology center shall serve as the chairperson.”

Page 27, lines 6-8

Change reflects the elimination of the Kentucky Occupational Skills Standards Assessment (KOSSA). The KOSSA has been replaced with End-of-Program (EOP) assessments and industry specific certifications.

Updated to align with 780 KAR 2:030.

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