

1 EDUCATION AND LABOR CABINET

2 Education Professional Standards Board

3 (New Regulation)

4 16 KAR 5:015. Standards for approval of educator preparation programs.

5 RELATES TO: KRS 161.020, 161.028, 161.030, 161.042

6 STATUTORY AUTHORITY: KRS 161.028, 161.030, 161.042

7 CERTIFICATION STATEMENT:

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

15 Section 1. Definitions.

16 (1) "Educator Preparation Provider" (EPP) means the accredited provider at an Institution
17 responsible for the preparation of educators.

18 (2) "Institution" means a college or university.

19 (3) "Institutional Accreditation" means the accreditation that is granted to an entire Institution. This
20 may be earned through a regional accreditor or national accreditor that is recognized by the U.S.
21 Department of Education.

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

4 (5) "Prospective Provider" means the college, school, or department of education that is seeking a
5 first-time EPSB accreditation.

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

8 Section 2. Program Review Committee.

9 (1) The EPSB shall appoint Program Review Committee members as follows:

10 (a) Two (2) EPP representatives, one (1) from a public college or university and one (1) from an
11 independent college or university, appointed from nominees provided by the Kentucky Association
12 of Colleges for Teacher Education;

13 (b) Two (2) EPP at-large representatives; and

14 (c) Two (2) public school district employees.

15 (2) An appointment to the Program Review Committee shall be for a period of two (2) years.

16 (3) The chair of the EPSB shall designate a member of the Program Review Committee to serve
17 as the chair of the Program Review Committee.

18 (4) EPSB staff shall provide training to all Program Review Committee members.

19 (5) The Program Review Committee shall assist with the processes outlined in Section 4 related to
20 new EPPs, in Section 5 related to new program approvals for existing EPPs, in Section 6 for
21 continuing program approvals, in Section 7 with revocation of program approvals for cause, and
22 with other processes as designated by the EPSB.

23 Section 3. Content Reviewers.

1 (1) EPSB staff shall identify and train content reviewers in how to evaluate each of the programs
2 with a certificate area to provide content area expertise to EPSB staff and the Program Review
3 Committee.

4 (2)(a) A content reviewer shall review all new educator preparation program proposals to establish
5 congruence of the program with standards of National Specialized Professional Association and
6 appropriate state performance standards in Title 16 of the Kentucky Administrative Regulations;
7 or

8 (b) EPSB staff may initiate a content review for a continued program review as determined by
9 program changes that may have occurred since the last review.

10 (3) A content reviewer shall submit written comments to EPSB staff and the Program Review
11 Committee for use in the program review process.

12 (4) A content reviewer shall not make any determination or decision regarding the approval or
13 denial of a program.

14 Section 4. Developmental Process for New Educator Preparation Institutions.

15 (1) Institutions requesting approval from the EPSB to be recognized as a new EPP shall follow the
16 four (4) stage developmental process established in this Section for Prospective Providers to gain
17 temporary authority to admit and exit candidates and operate one (1) or more educator preparation
18 programs.

19 (2) Stage One: Application.

20 (a) The Institution shall submit to the EPSB for review an official notice of intent from the chief
21 executive officer and the governing board of the Institution indicating the Institution's intent to
22 begin the developmental process to become an EPP to be accepted to move forward;

23 (b) The EPSB staff shall hold an in-person or virtual meeting with the Prospective Provider;

- 1 (c) The Institution shall submit the following documentation:
- 2 1. A letter from the Institution's chief executive officer that designates the Prospective Provider as
- 3 having primary authority and responsibility for professional education programs;
- 4 2. A chart or narrative that lists all educator preparation programs to be offered by the Institution,
- 5 including any nontraditional and alternative programs, and shall depict:
- 6 a. The degree or award levels for each program;
- 7 b. The administrative location for each program; and
- 8 c. The structure or structures through which the Prospective Provider implements its oversight of
- 9 all programs;
- 10 3. If the Prospective Provider's offerings include off-campus programs, a separate chart or narrative
- 11 as described in subparagraph 2 of this paragraph, prepared for each location at which off-campus
- 12 programs are geographically located;
- 13 4. An organizational chart of the Institution that depicts the Prospective Provider and indicates the
- 14 Prospective Provider's relationship to other administrative units within the Institution;
- 15 5. The name and job description of the head of the Prospective Provider and an assurance that the
- 16 head has the authority and responsibility for the overall administration and operation of the
- 17 Prospective Provider;
- 18 6. The Prospective Provider shall create a complete program profile to include: the organizational
- 19 mission; content and unique characteristics; organization structure description; vision, mission,
- 20 and goals; and, shared values and beliefs;
- 21 7. The policies and procedures that guide the operations of the Prospective Provider. Required
- 22 documentation shall include the cover page and table of contents for codified policies, bylaws,
- 23 procedures, and student handbooks;

- 1 8. The Prospective Provider's processes, including a description of Candidate Admission and
2 Progression; Standards Alignment and Coursework; Pedagogy; Clinical Partnerships and Practice;
3 Program Assessments; and, Quality Assurance and Continuous Improvement; and
- 4 9. The Institutional Accreditation. Required documentation shall include a copy of the current
5 Institutional Accreditation letter or report that indicates Institutional Accreditation status; and
- 6 (d) Stage One documentation shall be reviewed by EPSB staff and the Program Review
7 Committee. The Program Review Committee shall determine adequacy, timeliness, and
8 conformity with the corresponding standards and Kentucky Administrative Regulations and make
9 one (1) of the following recommendations:
- 10 1. Concerns identified and reported to the Prospective Provider for resolution; or
11 2. Recommendation to proceed to Stage Two.
- 12 (3) Stage Two: On-Site Visit and Program Review Committee Recommendation.
- 13 (a) A minimum of two (2) years prior to the scheduled on-site visit, the Institution shall submit to
14 the EPSB a written narrative self-study to describe the process and document that the Prospective
15 Provider has evaluated its practices against the EPSB approved process and standards;
- 16 (b) A team of three (3) trained reviewers shall make a one (1) day visit to the Institution to verify
17 the self-study evidence;
- 18 (c) The team of three (3) shall be identified by EPSB staff and comprised of the following:
- 19 1. One (1) representative from a public college or university;
20 2. One (1) representative from an independent college or university; and
21 3. One (1) representative from a partner public school district;
- 22 (d) The team shall submit a written report of its findings to the EPSB staff;
- 23 (e) The EPSB staff shall provide a copy of the written report to the Institution;

1 (f) Within thirty (30) days of the written report being provided to the Institution, the Institution
2 may submit a written response to the report. Therein, the Institution may:

3 1. Respond to the Program Review Committee Recommendation, including whether the Institution
4 does or does not agree with any portion thereof; and

5 2. Provide supplemental materials pertinent to the Program Review Committee Recommendation;
6 however, the Institution may not include any materials that were not available to the Program
7 Review Committee or that were created after the Program Review Committee Recommendation
8 was finalized; and

9 (g) The Program Review Committee shall review the materials gathered during Stages One and
10 Two as well as any response from the Institution and make one (1) of the following
11 recommendations to the EPSB with regards to temporary authorization:

- 12 1. Approval of temporary authorization;
- 13 2. Approval with conditions of temporary authorization; or
- 14 3. Denial of temporary authorization.

15 (4) Stage Three: EPSB Ruling.

16 (a) The EPSB shall review the materials and recommendations from the Program Review
17 Committee and issue either:

- 18 1. Approval of temporary authorization;
- 19 2. Approval with conditions of temporary authorization; or
- 20 3. Denial of temporary authorization.

21 (b) An Institution denied temporary authorization may reapply no sooner than one (1) year after
22 the EPSB's decision;

23 (c) An Institution receiving an approval or an approval with conditions shall:

- 1 1. Hold this temporary authorization for two (2) years; and
- 2 2. Continue the developmental process by pursuing national accreditation as established in 16
- 3 KAR 5:010;
- 4 (d) During the two (2) year period of temporary authorization, the Institution shall:
 - 5 1. Admit and exit candidates;
 - 6 2. Monitor, evaluate, and assess the academic and professional competency of candidates;
 - 7 3. Provide reports to the EPSB staff on the Institution's progress as requested; and
 - 8 4. Complete an annual report compliant with 16 KAR 5:010; and
- 9 (e) During the two (2) year period of temporary authorization, the EPSB staff:
 - 10 1. May schedule additional Technical Visits; and
 - 11 2. Shall monitor progress by review of annual reports and admission and exit data.
- 12 (5) Stage Four: Initial Accreditation Visit.
 - 13 (a) This shall be conducted in accordance with 16 KAR 5:010.
- 14 Section 5. New Program Approval for an Accredited EPP.
 - 15 (1) An accredited EPP shall submit a new program proposal for each educator preparation program
 - 16 and route leading to certification or rank change.
 - 17 (2) A program proposal shall demonstrate the following components:
 - 18 (a) Program inventory details;
 - 19 (b) Verification of the EPP profile and program overview;
 - 20 (c) A description of its clinical partnerships relevant to the new program or route, if needed;
 - 21 (d) A description of the EPP's quality assurance and continuous improvement plan as it pertains to
 - 22 the new program or route;

- 1 (e) An alignment of the program's coursework and field and clinical experiences with the content
2 standards of the relevant National Specialized Professional Association, student academic
3 expectations as established in 703 KAR 4:060, and relevant state performance standards in Title
4 16 of the Kentucky Administrative Regulations;
- 5 (f) Identification and alignment of the program assessments to the state performance standards to
6 assure each candidate's mastery prior to exit from the program;
- 7 (g) Identification of how the program addresses the applicable regulatory requirements of Title 16
8 of the Kentucky Administrative Regulations;
- 9 (h) A list of faculty responsible for and involved with the conduct of the specific program, along
10 with the highest degree of each, qualifications for the program, and status of employment within
11 the program and the university; and
- 12 (i) A curriculum guide provided to each candidate that includes the following:
- 13 1. Name of the program and resulting certification and rank;
 - 14 2. Program admission criteria;
 - 15 3. Program coursework;
 - 16 4. Program exit requirements; and
 - 17 5. Certification requirements if they differ from the program exit requirements.
- 18 (3) The Program Review Committee shall review the program proposal and make one (1) of the
19 following recommendations to the EPSB with regards to the EPP's new program proposal:
- 20 (a) Approval with the next review scheduled during the regular accreditation cycle;
 - 21 (b) Approval with conditions; or
 - 22 (c) Denial.

1 (4) The EPSB shall review the materials and recommendations from the Program Review
2 Committee and issue either:

3 (a) Approval with the next review scheduled during the regular accreditation cycle;

4 (b) Approval with conditions; or

5 (c) Denial.

6 (5) A program shall receive EPSB approval, with or without conditions, prior to admission of
7 students to the program.

8 Section 6. Continuing Program Approval.

9 (1) An EPP that has been granted approval for each of its educator preparation programs, shall
10 complete a continued program review to ensure compliance with state statutes and administrative
11 regulations. This review shall be completed in four (4) phases:

12 (a) Phase One consists of a written narrative of program changes, data collection, analysis of data,
13 and innovations for each of the following six (6) domains supported by evidence:

14 1. Candidate Admission and Progression;

15 2. Standards Alignment and Coursework;

16 3. Pedagogy;

17 4. Clinical Partnerships and Practice;

18 5. Program Assessments; and

19 6. Quality Assurance and Continuous Improvement;

20 (b) During Phase Two, the EPP shall select a peer Institution from a list approved by the EPSB to
21 act as reviewers for the EPP's continued program, including reviewing documentation necessary
22 to demonstrate compliance. Following review and in light of feedback received from the peer

1 Institution, EPSB staff shall complete a preliminary report providing the Institution with a score
2 for each domain of either:

- 3 1. Exemplary,
- 4 2. Meets, or
- 5 3. Insufficient;

6 (c) Phase Three consists of the EPP making a presentation to EPSB staff with a focus on reviewing
7 the EPP's programs and addressing any insufficient domains identified during the previous two
8 (2) phases. During this presentation, EPSB staff shall collect any additional information needed
9 from the EPP to ensure all domains have been met; and

10 (d) Phase Four consists of the Program Review Committee reviewing materials collected in the
11 initial three (3) phases and making one (1) of the following recommendations to the EPSB:

- 12 1. Continued approval of one or more individual program(s);
- 13 2. Continued approval with conditions on one or more individual program(s); or
- 14 3. Denial of one or more individual program(s).

15 (2) (a) The recommendation from the Program Review Committee shall be presented to the EPSB
16 at the next regularly schedule meeting; and

17 (b) The EPSB shall consider the findings and recommendations of the Program Review Committee
18 and shall and issue either:

- 19 1. Continued approval of one or more individual program(s);
- 20 2. Continued approval with conditions on one or more individual program(s); or
- 21 3. Denial of one or more individual program(s).

22 (3) The EPSB may order a review of one or more individual program(s) of an EPP at any time in
23 the event the EPSB believes any of the following conditions may exist:

- 1 (a) Weak Clinical Experience: Candidates not being provided consistent, high-quality
2 opportunities to work in classrooms with expert teachers to build relationships and learn to manage
3 classroom dynamics;
- 4 (b) Ineffective Content Preparation: Programs failing to adequately prepare teachers to teach the
5 appropriate standards or for supporting students in the learning process;
- 6 (c) Failure to Use Evidence-Based Pedagogies: Preparation that is not aligned with proven research
7 on how children learn, or that fails to train teachers in explicit reading instruction;
- 8 (d) Lack of Support/Feedback: Candidates not receiving adequate, constructive feedback during
9 their clinical experiences, leaving them unprepared for the realities of the classroom;
- 10 (e) Poorly Structured Curriculum: Programs that overemphasize theory at the expense of practical
11 application and evidence-based practice;
- 12 (f) Low Accountability for Candidate Preparedness: Programs passing candidates who fail to
13 demonstrate mastery of essential skills; or
- 14 (g) Any other circumstance that the EPSB believes indicates that one or more individual
15 program(s) of an EPP is in serious jeopardy, as determined by the EPSB.
- 16 (4) The review contemplated in subsection (3) of this Section shall be conducted in accordance
17 with the procedures established in the "Education Professional Standards Board Emergency
18 Review of Certification Programs Procedure," which is incorporated herein by reference, and
19 consists of the following two (2) phases:
- 20 (a) Phase One shall require a written report about the identified program(s) and the continuous
21 improvement plans; and
- 22 (b) Phase Two may require an on-site visit to be conducted by EPSB staff and a team of trained
23 reviewers.

1 (5) Within fifteen (15) days of any on-site visit conducted or, if an on-site visit is not conducted,
2 within thirty (30) days of the issuance of the written report set forth in subsection (4), paragraph
3 (a) of this Section, the review team shall complete and submit to the EPP a final written report.

4 (6) Within thirty (30) days of receipt of the report, the EPP may respond to the allegations in
5 writing and provide evidence pertaining to the allegations in the report to the EPSB. For these
6 purposes, evidence shall include the intentional use of documentation, valid multiple measures,
7 and analysis to support and prove an EPP's claims regarding adherence to program approval
8 standards.

9 (7) The Program Review Committee shall consider the final report of the review team and the EPP
10 response, if any, and make one (1) of the following recommendations to the EPSB:

11 (a) Continued approval of one or more individual program(s);
12 (b) Continued approval with conditions on one or more individual program(s); or
13 (c) Denial of one or more individual program(s).

14 (8) The EPSB shall consider the findings and recommendations of the Program Review Committee
15 and shall issue either:

16 (a) Continued approval of one or more individual program(s);
17 (b) Continued approval with conditions on one or more individual program(s); or
18 (c) Denial of one or more individual program(s).

19 (9) If the EPSB denies one or more program(s) under subsection (2)(b)3. or subsection (8)(c) of
20 this Section, the EPP shall notify each candidate currently admitted to the impacted program(s) of
21 the EPSB action. The notice shall include the following information:

22 (a) A currently admitted candidate shall receive the certification or advancement in rank sought so
23 long as:

1 1. The candidate is recommended for certification or advancement in rank within one (1) year of
2 the date of the program denial decision; and

3 2. The candidate submits a completed application, including payment of any applicable fees, for
4 certification or advancement in rank to the EPSB within one (1) year and ninety (90) days from
5 the date of the program denial decision; or

6 (b) A candidate who does not meet the criteria established in paragraph (a) of this subsection shall
7 transfer to an EPSB approved program receive the certificate or advancement in rank.

8 Section 7. Revocation for Cause.

9 (1) If an area of concern or an allegation of misconduct arises between program reviews concerning
10 one or more individual program(s), EPSB staff shall bring a complaint to the EPSB for initial
11 review.

12 (2) After reviewing the allegations in the complaint, the EPSB may change the individual program
13 approval status of the EPP or refer the matter to the Program Review Committee for further
14 investigation.

15 (3) (a) Notice of the EPSB's decision to refer the matter and the complaint shall be sent to the EPP;
16 and

17 (b) Within thirty (30) days of receipt of the complaint, the EPP may respond to the allegations in
18 writing and provide evidence pertaining to the allegations in the complaint to the EPSB. For these
19 purposes, evidence shall include the intentional use of documentation, valid multiple measures,
20 and analysis to support and prove an EPP's claims regarding adherence to program approval
21 standards.

22 (4) (a) The Program Review Committee shall review any evidence supporting the allegations and
23 any information provided by the EPP; and

1 (b) Upon completion of the review, the Program Review Committee shall issue a report containing
2 one (1) of the following recommendations to the EPSB:

- 3 1. Continued approval of one (1) or more individual program(s);
- 4 2. Continued approval with conditions of one (1) or more individual program(s); or
- 5 3. Denial of one (1) or more individual program(s).

6 (5) The EPP shall receive a copy of the Program Review Committee's report and may file a
7 response to the recommendation.

8 (6) (a) The recommendation from the Program Review Committee and the EPP's response, if any,
9 shall be presented to the EPSB; and

10 (b) The EPSB shall consider the findings and recommendations of the Program Review Committee
11 and issue either:

- 12 1. Continued approval of one (1) or more individual program(s);
- 13 2. Continued approval with conditions of one (1) or more individual program(s); or
- 14 3. Denial of one (1) or more individual program(s).

15 Section 8. Public Disclosure.

16 (1) The EPSB shall prepare a written notice of the final program approval decisions set forth in
17 Section 4, paragraph (4)(a); Section (5), paragraph (4); Section 6, paragraph (8); and, Section 7,
18 paragraph (6)(b) of this regulation. The written notice shall include the essential information to the
19 Institution, including the decision on program approval and dates of official action of the EPSB.

20 (2) The public disclosure shall be entered into the minutes of the EPSB for the meeting in which
21 the official action was taken by the EPSB.

1 (3) The EPP is required to disclose on its website and to all students admitted to its EPSB-approved
2 programs its current program approval and accreditation status. The EPP has ten (10) days from
3 the date of the EPSB’s final determination to update any changes on it website and to its students.

4 Section 9. Appeals Process.

5 (1) Within thirty (30) days of the EPSB’s decision made pursuant to Section 4, paragraph (4)(a);
6 Section (5), paragraph (4); Section 6, paragraph (8); or, Section 7, paragraph (6)(b), the Institution
7 may appeal that decision on the grounds that:

- 8 (a) A state procedure was not followed; or
- 9 (b) Evidence of compliance in place at the time of the review and favorable to the Institution was
10 not appropriately considered.

11 (2) An ad hoc appeals committee of no fewer than three (3) members shall be appointed by the
12 EPSB chair from members of the Program Review Committee who have not had involvement with
13 the decision and do not have a known conflict of interest regarding the Institution.

14 (3) The ad hoc committee shall have access to the full administrative file considered by the EPSB
15 as well as any appeals records submitted by the Institution and shall issue one (1) of the following
16 recommendations to the EPSB:

- 17 1. Uphold the decision of the EPSB;
- 18 2. Modify the decision of the EPSB; or
- 19 3. Overturn the decision of the EPSB.

20 (4) The consideration of the appeal shall be in accordance with KRS Chapter 13B.

21 Section 10. Incorporation by Reference.

22 (1) The following material is incorporated by reference:

- 1 (a) "Education Professional Standards Board Emergency Review of Certification Programs
- 2 Procedure", 2020.
- 3 (2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the
- 4 Kentucky Department of Education, 300 Sower Boulevard, 5th Floor, Frankfort, Kentucky 40601,
- 5 Monday through Friday, 8 a.m. to 4:30 p.m.