

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Action/Consent Item:

16 KAR 2:020. Request to Waive Issuance Requirements for Provisional Occupation-Based Career and Technical Education Certificate for Holly Riddle

Staff Recommendation:

The Education Professional Standards Board (EPSB) should approve the Office of Career and Technical Education's (OCTE) request to issue Holly Riddle's one-year provisional occupation-based career and technical education certificate pending successful completion of the mathematics assessment required by 16 KAR 6:020, Section 1(2).

Rationale:

The EPSB's Waiver Committee found exceptional circumstances to justify approval of this waiver request and, accordingly, recommends that this waiver be approved by the EPSB on the condition that the individual successfully complete the mathematics assessment required by 16 KAR 6:020, Section 1(2).

Action Question:

Should the Education Professional Standards Board (EPSB) approve the OCTE's request to issue Holly Riddle's one-year provisional occupation-based career and technical education certificate?

Applicable Statute or Regulation:

KRS 161.020, KRS 161.028, 16 KAR 2:020, 16 KAR 6:020

History/Background:

Existing Policy: 16 KAR 2:020 establishes the qualifications for certification of teachers of occupation-based career and technical education and sets in, Section 2, the requirements for issuance of the one-year provisional certificate. Specifically, Section 2(2)(b) requires candidates to have "four (4) years" of experience, including "two (2) years of the occupational experience...within the last five (5) years."

16 KAR 2:020, Section 2(2)(c) also requires "documentation that (the candidate) meets the assessment requirements in 16 KAR 6:020." 16 KAR 6:020, Section 1(2) requires successful completion of, for example, the following:

"(c) Kentucky On-Line Testing (KYOTE):

1. Reading – score of twenty (20) or higher;
2. Mathematics – score of twenty-two (22) or higher on College Readiness Mathematics or score of fourteen (14) or higher on College Algebra; and
3. English (Writing) – score of six (6) or higher".

Summary: OCTE has submitted this waiver on behalf of Holly Riddle, a business and marketing teacher who is currently enrolled in a Master of Teaching program. OCTE states the candidate has more than the required four (4) years of experience; however, due to the length of time it took to post and hire for the position, she is just shy of having two (2) years of experience in the last five (5) years as required by regulation. Accordingly, OCTE is requesting waiver of the recency requirement in 16 KAR 2:020, Section 2(2)(b).

OCTE also is requesting waiver of 16 KAR 6:020, Section 1(2)1. and 3. and, in place of KYOTE Reading and Writing, allow use of Ms. Riddle's passing scores on CASE Reading and Writing from 2021. According to OCTE, Ms. Riddle did not pass the CASE Mathematics assessment and will still need to take and obtain a passing score on KYOTE Mathematics to complete the remainder of the testing requirements in 16 KAR 2:020, Section 2(2)(c). OCTE is requesting that the EPSB waive the recency and testing requirements for Ms. Riddle as set forth in the Regulation Waiver Request, making Ms. Riddle eligible to be issued a one-year provisional certificate.

Budget Impact: There is no budgetary impact.

Groups Consulted and Brief Summary of Responses:

At a Special Meeting on June 16, 2026, the EPSB's Waiver Committee (Committee) met and reviewed the waiver request submitted by the OCTE and found exceptional circumstances to justify the waiver. Accordingly, the Committee recommended that this waiver be placed on the Consent Agenda for approval by the EPSB at its next meeting.

It should be noted, though, that the Committee desired to clarify that any waiver issued will be conditioned upon the individual successfully completing the mathematics assessment required by 16 KAR 6:020, Section 1(2). As this waiver request does not seek any waiver of that assessment requirement, which is specifically set forth in Section 1(2)(c)2. of 16 KAR 6:020, the individual will still need to successfully complete KYOTE Mathematics as required by regulation prior to being issued the Provisional Occupation-Based Career and Technical Education Certificate.

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