

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Waiver:

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

Action Question:

Should the Education Professional Standards Board (EPSB) approve the candidate's request to be issued a one-year provisional occupation-based career and technical education certificate?

Applicable Statute or Regulation:

KRS 161.020, KRS 161.028, 16 KAR 2:020

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.”

Summary: Although the Office of Career and Technical Education (OCTE) has submitted this waiver request on behalf of Stephanie Sheets for business and marketing, OCTE states that it does “not recommend waiver approval as the candidate does not meet the requirements of 16 KAR 2:020 for occupation-based certification.” The candidate has completed an Option 6 program and currently holds a Professional Certificate for Middle Grade Mathematics, Grades 5-9, and a Professional Certificate for Teaching Business and Marketing Education, Grades 5-12. While Ms. Sheets reports that she possesses fifteen (15) years of previous experience in the business and marketing field, the candidate left a bookkeeping position in July 2022 to teach. And, at the time of her application for this certification, the candidate could not meet the recency requirement as she only has sixteen (16) months of experience in the previous five (5) years. For reference, 16 KAR 2:020 specifically requires “occupational experience,” indicating teaching classes in the content area does not constitute the required experience. Notwithstanding OCTE's lack of support for this waiver, Ms. Sheets does request that the EPSB waive the recency requirement and issue the 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, although not recommended for approval, by the OCTE but did not find exceptional circumstances to justify the waiver. The Committee specifically discussed

concerns about this individual not meeting the recency requirement and also reiterated the intent of the occupation-based career and technical education certificates as being to provide a bridge from industry to classroom. In this case, the individual completed a teacher preparation program, transitioned to full time teaching, and has been out of the relevant industry since 2022. Therefore, the Waiver Committee recommended that this waiver be denied by the EPSB at its next meeting.

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