

KENTUCKY DEPARTMENT OF EDUCATION

STAFF NOTE

Waiver:

16 KAR 2:020. Request to Waive Recency Requirements for Provisional Occupation-Based Career and Technical Education Certificate for Hilary Jarvis.

Action Question:

Should the Education Professional Standards Board (EPSB) approve the Office of Career and Technical Education's (OCTE) request to issue Hilary Jarvis' 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 the certification of teachers of occupation-based career and technical education and, in Section 2, sets the requirements for issuance of the one-year provisional certificate. Specifically, Section 2(2)(b) requires candidates have "four (4) years" of experience, including "two (2) years of the occupational experience...within the last five (5) years."

Summary: The OCTE has submitted this waiver request on behalf of Hilary Jarvis for pre-law. The candidate is an experienced attorney with over fifteen (15) years in the legal field and also has served as a substitute teacher. While she has extensive experience, she only has fifteen (15) months of the required twenty-four (24) months in the last five (5) years. The school is seeking to expand its pathway offerings this academic year with a part-time teacher for a new pre-law program. The OCTE is requesting that the EPSB waive the recency requirement and issue the one-year provisional certificate.

Groups Consulted and Brief Summary of Responses:

At a Special Meeting on August 17, 2026, the EPSB's Waiver Committee met and reviewed the waiver request submitted by the OCTE on behalf of the applicant and found exceptional circumstances to justify the waiver. Therefore, the Waiver Committee recommended that this waiver be placed on the Consent Agenda for approval by the EPSB at its next meeting.

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