

## **Educator Licensure –**

The Education Professional Standards Board is responsible for issuing and renewing certificates for all Kentucky teachers and administrators. They work closely with local school districts to ensure properly credentialed educators are hired in every professional position in Kentucky schools.

It is the responsibility of each teacher/administrator to be sure his/her certification is in order. Please make sure the human resource department has a copy of the current certificate for your personnel file.

If you applying for Kentucky certification for the first time or requesting a change in salary rank, please complete a TC-1 form and submit the completed packet to the EPSB in Frankfort. [http://www.epsb.ky.gov/documents/Cert/TC-1\\_Application.pdf](http://www.epsb.ky.gov/documents/Cert/TC-1_Application.pdf)

If your certificate is expiring, please complete a TC-2 form and submit the completed packet to the EPSB in Frankfort. [http://www.epsb.ky.gov/documents/Cert/tc-2\\_Applications.pdf](http://www.epsb.ky.gov/documents/Cert/tc-2_Applications.pdf)

KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. This administrative regulation establishes the code of ethics for Kentucky school certified personnel and establishes that violation of the code of ethics may be grounds for revocation or suspension of Kentucky certification for professional school personnel by the Education Professional Standards Board. A copy of the Professional Code of Ethics is available at <http://www.kyepsb.net/documents/Legal/2007%20Code%20of%20Ethics%20Brochure.pdf>

## **Requirements for Para-educators in Kentucky –**

New employees must meet the Elementary and Secondary Education Act (ESEA) educational requirements before they are hired as a Para-educator to provide instructional support in a program supported with Title 1, Part A funds. The requirement must be met through one or the following methods:

1. Completed two years of study at an institution of high education (two years of study means the equivalent to two years of full-time study as defined by the institution. For some institutions that may mean 12 credit hours per semester, requiring a total of 48 credit hours, while in others it may mean 15 credit hours a semester, requiring a total of 60 credit hours.); or
2. Obtained an associate (or higher) degree: or
3. Met a rigorous standard of quality and be able to demonstrate through a formal state or local academic assessment, knowledge of and the ability to assist in the instruction of reading, writing, and mathematics.

The Kentucky Department of Education has chosen the Kentucky Para-educator Assessment as a means of assessing Para-educators who do not meet one of the higher education requirements.

The district will administer the test through the Newport Adult Learning Center after the candidate has been given sufficient time to review the study guide which will be provided by the adult learning center.