

Education Professional Standards Board

CONTINUING EDUCATION OPTION, PLAN II GUIDELINES

Approved: August 20, 2019

Background

Amendments to 16 KAR 8:030 align the current regulation with statutory amendments and establish a pathway for additional rank change programs. These programs allow educators to grow in their profession and pursue rank change through a combination of field-based experiences, individual research, and approved professional development. Specifically, the amendment creates a second continuing education option (CEO), through CEO, Plan II to allow districts, groups of districts (such as educational cooperatives) and Kentucky institutions of higher education with accredited educator preparation providers (EPPs) to submit CEO, Plan II programs for rank change to the EPSB for approval. Applicants are encouraged to consult the materials related to [Continuing Education Option, Plan I](#), for reference.

Submitting an Application

- A district, a group of districts (such as an educational cooperative) or Kentucky post-secondary institution with an accredited educator preparation program must notify the Kentucky Department of Education of its intent to submit a proposal for a CEO, Plan II program. The email should be directed to Sharon Salsman (Sharon.Salsman@education.ky.gov), program consultant in the Educator Preparation Branch and point of contact for CEO plans.
- The district, group of districts or institution of higher education must submit a CEO, Plan II proposal that meets the requirements outlined below:

The proposal must include the following minimum components:

1. CEO, Plan II Introduction

- Provides a thorough rationale for the targeted educators' professional growth needs in content knowledge, instructional practice, and/or leadership skills, **including** clear supporting evidence of these needs, such as data from the school's or district's comprehensive improvement plan, student assessment results, and/or community context.
- Indicates whether the plan will align to the Kentucky Teacher Standards or the Teacher Leaders Standards.
- Specifies eligibility requirements for the CEO, Plan II cohort (i.e., district employees, open enrollment).
- Identifies and provides justification for rank change (Rank II or Rank I) for successful program completers.
- Includes a letter of support from the district superintendent, cooperative director, or university dean.
- Outlines estimated time commitment for cohort members.
- Lists and justifies how the professional development resources provide high-quality, research-based, expert and/or credentialed service and support that are proven to impact student learning and professional growth.

- Identifies program staff, including administrators, instructors, mentors and evaluators, and provides evidence of each one's credentials and/or qualifications that demonstrate proven impact upon student learning and professional growth.

2. CEO, Plan II Capstone Project

- Outlines clearly the details of the required comprehensive capstone project, including a definition of the action research that is required; how the project addresses needs identified in program justification; how each of the ten (10) Kentucky Teacher Standards established in 16 KAR 1:010 or seven (7) Teacher Leader Standards in 16 KAR 1:016 are met; and how the Capstone Project unifies the plan into a cohesive experience.
- Specifies how the capstone project positively impacts learning/outcomes for candidates and students.
- Explains sequence and targets of professional growth over time in:
 - i. content knowledge;
 - ii. instruction and assessment practices; and
 - iii. professional demonstration and relevant publication skills and strategies for a targeted audience.
- Explains how the Capstone Project will be evaluated and scored, including the scoring rubric/assessment instrument that is aligned to the Kentucky Teacher Standards or Teacher Leaders Standards.
- Defines publication requirements in detail.
- Explains how the provider will protect against plagiarism.

3. CEO, Plan II Job-Embedded Professional Development Experience

- Explains in detail how the program addresses, at a minimum, each of the ten (10) Kentucky Teacher Standards established in 16 KAR 1:010 or seven (7) Teacher Leader Standards in 16 KAR 1:016, including how they align to the needs identified in the plan and ensure that the goals have long-term benefits for students and teachers.
- Includes a detailed 1- to 4-year time line that incorporates major activities aligned to a specific progression of skills/knowledge and explains how each activity is aligned to particular standards and outcomes.
- Enumerates and describes in detail the targeted outcomes and results for cohort members and student learning; may include results related to School or District Comprehensive Improvement Plan and/or community resources.
- Describes in detail how candidates will engage in the following during and throughout the course of study:
 - i. content exploration and research;
 - ii. student instruction and assessment; and
 - iii. professional development and publication.
- Describes how the program's instructional design will integrate a combination of research, field experiences, and professional development activities; the program may also include graduate coursework and/or integration of micro-credentials.
- Describes in detail how candidates will be supported and mentored throughout the program.

4. CEO, Plan II Assessment of Candidates

- Details the provider's comprehensive plan to assess a candidate's demonstrated mastery of the Kentucky Teacher Standards or Teacher Leader Standards and program outcomes throughout and at the end of the program; specifically, identifies multiple assessment measures and the collection of evidence which results in a recommendation of rank change.
- Explains thoroughly the remediation plan for candidates who do not make adequate progress toward standards and outcomes as aligned to interim assessments, mastery of each of the Kentucky Teachers Standards or Teacher Leader Standards, and/or program completion requirements.

5. CEO, Plan II Program Evaluation

- Describes in detail how the provider will administer, monitor and oversee the program.
- Explains how the program demonstrates high-quality professional development as defined by Kentucky's professional learning standards and guidance (704 KAR 3:035).
- Describes how the provider will evaluate the quality of the program, including performance of completers, quality of resources, and performance of program staff, to continuously improve program design; includes identification and analysis of relevant data and the cycle for program review.
- Examines quantity and quality of participant mastery of new knowledge, skill development, and perception of program experience; organizational support; and student learning.

When should applications be submitted?

Applications may be submitted at any time; however, time required for program review and the timing of EPSB meetings may impact the length of time for the approval of the application.

To whom should applications or questions be directed?

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