



Kentucky Exemplary Educator Program Information Sheet

The Kentucky Department of Education invites recommendations for the 2023 Kentucky Exemplary Educators Program (KEEP). Candidates must be certified teachers, teacher specialists, assistant principals and/or principals currently serving in Kentucky public schools. Recommendations must be submitted via the [KEEP recommendation form](#) by May 30, 2023.

Individuals may submit up to three individuals for consideration. Self-recommendations are not allowed.

Note: This is a *confidential* process. Candidates should *not* be aware of this recommendation.

Program Criteria

Candidates should be early to mid-career professionals with at least 5 years of experience and whose contributions to education are largely unheralded yet worthy of the spotlight. Candidates should be currently serving in certified teacher, specialist or principal roles, and demonstrate the criteria listed below:

1. Exceptional educational talent as evidenced by effective and innovative instructional practices and student learning results in the classroom and school;
2. Exemplary educational accomplishments and leadership beyond the classroom that provide models of excellence for the profession;
3. Strong long-range potential for professional and policy leadership; and
4. Engaging and inspiring presence that motivates and impacts students, colleagues and the community.

Recommended Action Items

To recommend an Exemplary Educator, submit the [Kentucky Exemplary Educator Program online recommendation form](#). We strongly recommend that you prepare the following information in advance and then copy/paste into the submission form. The form must be submitted in one session.

The following information is required on the recommendation form:

Your (Recommender) Information – Full Name, Title, Work Phone

About the Recommended Educator

- Full Name, Current Role, Total Years in Education, (if Teacher) Grades and Subjects Currently Teaching, (if Principal or Assistant Principal) Grade Levels in Building and Years of Experience as an Administrator
- Educator's Current School District, School Name, School Phone, School Address, if Educator will be at same site for next academic year, Direct Supervisor's Name and Title, Supervisor's Phone, Supervisor's Email

Ratings and Detailed Description of the Educator's Impact

- Rate the educator from 1-10 on the four program criteria listed above.
- Provide strong, detailed narrative examples and justification for the four program criteria ratings.
- Cite evidence of student achievement gains as a result of the educator's practices.
- Cite awards the educator has received.
- Other comments

Additional Information

- Upload a copy of the candidate's resume (*Note: The resume need not be current but must be in Word document or scanned PDF.*)
- Upload a one-page, signed recommendation letter on official letterhead explaining how the candidate meets the criteria. (*Note: Since it must contain an official signature, please scan and upload in PDF format.*)
- List the educator's school(s) attended, degree(s) and graduation years
- Ethnicity of educator
- Names, titles, email and phone numbers for 3 professional references (*Note: References should know the educator currently and very well. We may call and talk to them.*)

Submission Guidelines

1. The form must be submitted in one session. Please prepare required information in advance. A resume and signed letter of recommendation must be uploaded. You will receive a confirmation notification upon successful completion.
2. Your completed [Kentucky Exemplary Educator Program \(KEEP\) recommendation](#) must be submitted online by Tuesday, May 30, 2023.
3. Individuals may submit up to three certified teachers, teacher specialists, assistant principals and/or principals for KEEP. Self-recommendations are not allowed.
4. Individuals selected for the 2023 KEEP recognition will receive notification Fall 2023.

For more information, email [GlyptusAnn Grider Jones](#), KDE awards and recognition coordinator, or call (502) 564-2000, ext. 4616.