

Matthew G. Bevin
Governor



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Wayne D. Lewis, Ph.D.
Interim Commissioner of Education

KENTUCKY DEPARTMENT OF EDUCATION

300 Sower Boulevard • Frankfort, Kentucky 40601
Phone: (502) 564-4770 • www.education.ky.gov

August 10, 2018

Dear Director of Special Education:

Districts that employ teachers of exceptional children who have emergency or probationary certificates are required to document their staff development. Kentucky Administrative Regulation (16 KAR 2:120) establishes the emergency certification for teachers who are hired for special education and have less than nine (9) hours of special education coursework. Probationary certified teachers must have nine (9) or more hours in special education coursework and a valid classroom teaching certificate or a statement of eligibility (16 KAR 2:160). Also, an additional three (3) semester hours in the teaching of reading is required for probationary certification.

Emergency certified teachers must complete:

1. Twelve (12) clock hours of training provided by their Special Education Cooperative.
2. Six (6) clock hours of staff development during the Fall 2018 Council for Exceptional Children (CEC) Conference and
3. One day of flexible in-service training, relevant to special education.

Teacher employed after the Fall conference shall complete these six (6) hours of training during the Spring through one of the state's special education cooperatives. Any emergency or probationary teacher who is not able to attend the CEC conference shall complete six (6) clock hours of training offered through one of the state special education cooperatives. The training must be similar to the topics covered at the CEC conference.

Probationary certified teachers who are teaching special education for the first time must meet the professional development and reporting requirements specified above. In addition, they must complete a minimum of six (6) hours of special education coursework prior to September 1 of the year of certificate expiration. Attached is the survey for all Emergency and Probationary Certified Teachers of Special Education. Districts must complete and submit one survey for each emergency and probationary certified teacher. Please, submit completed forms to your Special Education Cooperative Director no later than October 15, 2018.

Conference Dates and Staff Development Information:

A. Twelve (12) hour workshop sponsored by the Special Education Cooperatives:

Notification of workshop location and times will be sent to each district by your special education cooperative. Districts are responsible for notifying their teachers. In order for a teacher to register for the training, a survey form must be on file. An agenda and all necessary materials will be provided by your special education cooperative. Verification forms will be provided on-site.

B. Two-day Exceptional Children's Conference:

The Fall 2018 Exceptional Children Conference will be held November 18-20, 2018 at the Galt House in Louisville, KY.

C. Flexible In-Service Training:

Staff development will be provided in areas relevant to special education. Verification will be provided using the attached form and submitted with all other documentation on or before the May 15, 2019 deadline.

All Staff development must be completed by the teachers and documentation submitted by the Director of Special Education to the district's Special Education Cooperative office no later than May 15, 2019. Please submit all required documentation at one time to assist the Special Education Cooperative in accurately reporting data to the Division of Learning Services by the June 15, 2019 deadline.

Districts that do not employ emergency and probationary teacher must complete the appropriate attached form.

The district is responsible for notifying the emergency and probationary certified regarding the information contained in this letter. Please remember that failure to complete and report all required staff development will prevent renewal of the emergency or probationary certificate. If you have questions or concerns, regarding this matter, please contact me at (502) 564-4970. Thank you and have a great school year.

Sincerely,

Robin Linton
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