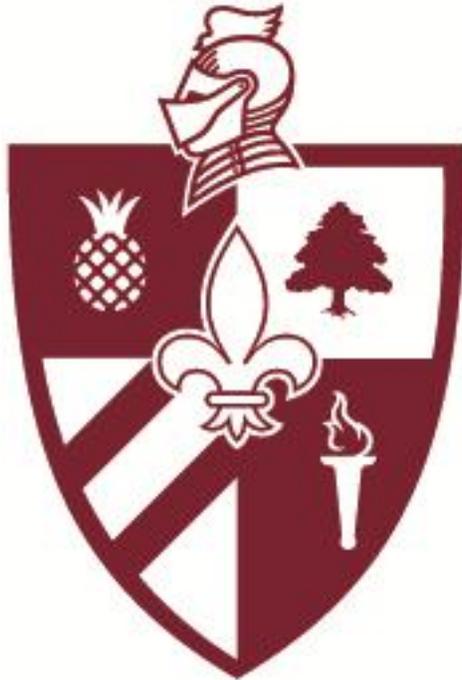


Annsley Frazier Thornton
School of Education



MAT
Alternative Certification Handbook
(Option VI)
August, 2011

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Overview of Alternate Route to Teacher Certification (Option VI)

In conjunction with the Kentucky Education Professional Standards Board, the Annsley Frazier Thornton School of Education at Bellarmine University has developed an alternative option to obtain teacher certification (Option VI) and complete the Master of Arts in Teaching degree. The student pursuing this route must be fully admitted to graduate studies, and have passed the PRAXIS II tests appropriate for the teaching field.

The alternative route to certification will follow the standard Bellarmine MAT with some conditions. The student must be enrolled in consecutive semesters and must be employed by a school district as teacher of record. The temporary provisional license is a one year certificate which must be renewed by the School of Education in collaboration with school districts. The alternative route requires that all coursework and PRAXIS exams be successfully completed by the end of the Professional Semester within the first two years. A final recommendation for the full Professional Certificate will occur upon successful completion of the Kentucky Teacher Internship Program (KTIP). State regulations do not allow for extensions or exceptions to the time constraints for the completion of the Alternative Route to Teacher Certification.

Advantage: Students fully admitted and in good standing may be considered for hire under the alternative license at various stages of the program. Employment as a classroom teacher is not required by the end of the first semester for program progression, although an offer of employment is necessary to obtain the teaching credential. Students hold a Temporary Provisional Teaching Certificate, resulting in Rank III pay. Rank II pay will be achieved at the completion of the final semester and awarding of the MAT degree.

How long will it take? One and one-half to two years to earn the MAT degree and Rank II pay. Students will hold a Temporary Provisional Certificate during the course of their MAT program, and are eligible for hire as a full-time teacher of record. The KY Teacher Internship Program (KTIP) will begin after the Professional Semester. Students in the traditional MAT program could finish the program in five semesters, and then be eligible for hire as a full-time instructor.

Current School of Education agreement with Education Professional Standards Board (EPSB)

1. Temporary-provisional licenses are issued for one year. Candidates may be eligible to renew this license for one additional year if all criteria are met. (A maximum of two years).
2. Upon successful completion of all MAT program requirements and graduation, candidates are recommended for a statement of eligibility to begin KTIP.
3. Candidates must meet the clinical requirements of our MAT program (field hours and professional semester).
4. Candidates choosing Learning Behavior Disorders must complete it as a dual certification. All LBD requirements must be completed by graduation.

Policies to obtain School of Education recommendation

As stated in 16 KAR 9:080, Section 2 (4) (b), one of the university requirements in conducting an alternative route program is to (b) ***Provide a candidate written and dated documentation of eligibility for the university alternative certification program so that the candidate may be considered for employment pursuant to KRS 160.345(2)(h).***

A. Prior to accepting a teaching position, candidates must have completed the following requirements to ensure compliance with Kentucky regulations and the success of subsequent employment.

1. Candidates that have completed all academic emphasis course work will have highest consideration. Other candidates must pursue a waiver process.
2. Candidates must have successfully completed Module I and the requirements for Admission to the Teacher Education Program and/or must have comparable professional experience, preliminary training, etc. Candidates pursuing special education employment must be enrolled in or have successfully completed one

special education course.

3. Faculty will interview candidates to evaluate readiness for classroom teaching and receptiveness to university mentoring. Evidence of readiness may include observation/ videos of teaching, field evaluations, etc.
4. The Dean will provide final recommendation for a temporary-provisional license.

B. Other requirements

1. Candidates must maintain continuous enrollment at Bellarmine in order to receive mentoring services for alternative certification. This includes MAT Modules and special education coursework. Enrollment in academic emphasis course work at other institutions is not considered 'continuous enrollment.'
2. The candidate must provide written notification within 5 business days of any change in employment including resignation, termination, teaching assignment, etc.



Policies and Procedures for Recommendation for Alternative Certification (Option VI)

MAT Candidates, Signature Page
Annsley Frazier Thornton School of Education (AFTSOE)
Bellarmine University

Kentucky requirements (16 KAR 9:080)

Eligibility for a temporary-provisional teaching license is possible through the *University-Based Alternative Certification Program*. Candidates must:

1. Have an offer of employment in the appropriate grade level and content area.
2. Maintain good standing in our approved program.
3. Pass the PRAXIS academic content exam(s) in the area for which you will be hired. (LBD Praxis exams are not required for initial hires).
4. Maintain continuous enrollment toward completion of the program.

Current AFTSOE agreement with Education Professional Standards Board (EPSB)

1. Temporary-provisional licenses are issued for one year. Candidates may be eligible to renew this license for one additional year if all criteria are met. (A maximum of two years).
2. Upon successful completion of all MAT program requirements and graduation, candidates are recommended for a statement of eligibility to begin KTIP.
3. Candidates must meet the clinical requirements of our MAT program (field hours and professional semester).
4. Candidates choosing Learning Behavior Disorders must complete it as a dual certification. All LBD requirements must be completed by graduation.

Policies to obtain AFSOE recommendation

As stated in 16 KAR 9:080, Section 2 (4) (b), one of the university requirements in conducting an alternative route program is to ***(b) Provide a candidate written and dated documentation of eligibility for the university alternative certification program so that the candidate may be considered for employment pursuant to KRS 160.345(2)(h).***

- A. Prior to accepting a teaching position, candidates must have completed the following requirements to ensure compliance with Kentucky regulations and the success of subsequent employment.
 1. Candidates that have completed all academic emphasis course work will have highest consideration. Other candidates must pursue a waiver process.
 2. Candidates must have successfully completed Module I and the requirements for Admission to the Teacher Education Program **and/or** must have comparable professional experience, preliminary training, etc. Candidates pursuing special education employment must be enrolled in or have successfully completed one special education course.

3. Faculty will interview candidates to evaluate readiness for classroom teaching and receptiveness to university mentoring. Evidence of readiness may include observation/videos of teaching, field evaluations, etc.
4. The Dean will provide final recommendation for a temporary-provisional license.

B. Other requirements

1. Candidates must maintain continuous enrollment at Bellarmine in order to receive mentoring services for alternative certification. This includes MAT Modules and special education coursework. Enrollment in academic emphasis course work at other institutions is not considered 'continuous enrollment.'
2. The candidate must provide written notification to AFSOE within 5 business days of any change in employment including resignation, termination, teaching assignment, etc.

Procedures

1. At orientation, candidates sign this policy statement prior to pursuing employment. This signed form remains in the candidate's graduate folder.
2. Candidates must notify the MAT program coordinator and/or certification officer in writing (email) prior to accepting an offer of employment in order to initiate the recommendation process.
3. The certification officer reviews candidate's records, etc. and completes the recommendation checklist.
4. The MAT program coordinator convenes a faculty interview committee. Candidates are asked a standard set of questions about teaching readiness, etc. This interview could be conducted by phone.
5. The results are compiled and presented to the Dean for final approval.
6. If approved, the certification officer prepares a letter of recommendation to the potential employer and/or candidate with this wording as requested by EPSB:

"At this time, if hired to teach in (area of certification), (candidate name) would be eligible for recommendation to the Kentucky Education Professional Standards Board for a Temporary Provisional Certificate."

I have read and understand Bellarmine University's Alternative Certification policies and procedures. *The AFTSOE reserves the right to withdraw this recommendation if for whatever reason I am unable to meet these conditions.*

Student's Signature

Date



Application Process for Alternative Certification (Option VI)

Annslay Frazier Thornton School of Education (AFTSOE)
Bellarmine University

1. Upon receiving an offer of employment from any Kentucky public school district, you must apply for a temporary-provisional license. In accordance with Kentucky regulations (16 KAR 9:080) through our *University-Based Alternative Certification Program*, you must submit the following items to the AFTSOE Certification Officer (see below).
 - a. A completed TC-TP for Temporary Provisional Certification Application (see Appendix) with Confirmation of employment extended. You will obtain this form from your school district or the AFTSOE Certification Officer. *A school/district representative must complete and sign the TC-TP Section II. A separate attachment of the signed contract would also be acceptable. Do not complete Section IV of this form as the university must confirm this information. Please mail the original form to the attention of the AFTSOE Certification Officer. (Facsimiles or copies are not accepted).*
 - b. An official Bellarmine University transcript requested by you from Bellarmine's Registrar's Office (see Appendix). Please have it sent to the attention of the Certification Officer.
 - c. Official transcripts from all previous institutions attended *reflecting all previous degree conferrals and any academic emphasis coursework completed*. Kentucky regulations require that transcripts from all colleges/universities attended be submitted as a condition for certification and will become part of your permanent file. (Please note: Any transcripts previously submitted to Bellarmine University for your MAT must remain in your Bellarmine University records). *You must request these transcripts. Please have them sent them to the attention of the Certification Officer* (see below).
 - d. AFTSOE must have written verification of your passing scores on the appropriate PRAXIS exams.
2. Upon submission of all of the above requirements, we will be able to recommend you for a temporary- provisional license. Your application will be sent by certified mail to the Kentucky Education Professional Standards Board (EPSB) in Frankfort, KY.

3. Once you have been approved by EPSB, you will be assigned a mentor to provide observation and monitoring (as required by 16 KAR 9:080, effective August 2007). For this service, you are asked to sign a Fee Policy Statement (see Appendix) and will be billed a fee each semester.
4. Temporary-provisional licenses are issued for one year. *Please note the expiration date on your temporary license.* Candidates may be eligible to renew this license for one additional year if all criteria are met. (A maximum of two years). *Upon completion of all MAT requirements and your graduation, your temporary license will be amended to a statement of eligibility for KTIP.*
5. Under the temporary provisional license regulations, all students must maintain continuous enrollment in program coursework. Please note that Bellarmine requires you to complete all academic emphasis coursework prior to your professional semester. In addition, in order to maintain your current and future license, you are encouraged to take and pass all remaining Praxis exams before the end of Module V. Contact your advisor if you have further questions about your program plan.
6. *We reserve the right to withdraw this recommendation if for whatever reason you are unable to meet these conditions.*
7. You will receive an email confirmation when we send the application to Frankfort. You may check the status online at EPSB at www.epsb.ky.gov. You will receive paper copies of your temporary-license in the mail in 1-2 weeks.

Certification Officer

Lauren Pohl

Bellarmino University

Annsley Frazier Thornton School of Education

Room 331

2001 Newburg Road

Louisville, KY 40205

502-272-8152 office

502-272-8189 fax

mpohl@bellarmine.edu



Additional Requirements for Candidates with Alternative Certification

Annsley Frazier Thornton School of Education (AFTSOE)
Bellarmine University

KY Statute 16 KAR9:080. Candidates holding alternative certification must be enrolled in a University based program (Bellarmine MAT Program) and fulfill all of the requirements of that program.

CANDIDATE REQUIREMENTS

Alternative Certification candidates in addition to fulfilling University requirements for the MAT Program will also be required to:

- 1. Sign a Copy of the Kentucky Teacher Code Of Ethics.**
- 2. Sign a Fee Policy statement for compensation of assigned mentors.**
- 3. Implement a Mentoring Plan developed by the employing school and the University. The Mentoring Plan shall include dates and times of formal observations, coaching and conferencing.**
- 4. Be observed, coached and mentored for a minimum of 15 hours per semester by a Bellarmine assigned mentor. (See attached Observation Form)**
- 5. Attend 3 out of 5 required Professional Learning Communities.**
- 6. Keep a weekly Journal that will be read by the Bellarmine mentor that outlines what went well and what needs working on and questions that you need answers.**
- 7. Communicate weekly with the Bellarmine Mentor and School Mentor.**
- 8. Schedule Weekly meetings with the School Mentor.**

MENTOR REQUIREMENTS

Mentors are assigned by Jean Green, Field Placement Coordinator.

- 1. Implement a Mentoring Plan developed by the employing school and the University. The Mentoring Plan shall include dates and times of formal observations, coaching and conferencing**
- 2. Observe, Coach and conference with the Candidate a minimum of 15 hours**
- 3. Engage Candidates in Professional Learning Communities**
- 4. Read and respond to weekly Journals**

5. **Communicate with School Mentors and Principals**
6. **Keep Log of Hours**
7. **Turn in required forms in a timely manner.**

APPENDIX

- A. Application Forms for Temporary Provisional License
 - a. TC-TP form, pages 1-4
 - b. Bellarmine transcript request form
 - c. Alternative Certification Mentoring Fee Policy

- B. Forms for Mentoring Plan
 - a. Mentoring Signature Sheet
 - b. EPSB Professional Code of Ethics
 - c. Alternative Certification Candidate Log
 - d. Pre-Professional Semester Teaching Assessment Form
 - e. Log of Hours

APPLICATION FOR TEMPORARY PROVISIONAL CERTIFICATION

The TC-TP form is required by the Commonwealth of Kentucky, EDUCATION PROFESSIONAL STANDARDS BOARD, for any candidate seeking Option 6: Alternative Certification.

You must complete the TC-TP form: Application for Temporary Provisional Certification. The school district seeking to employ you can provide this form, or you may pick up this form during regular business hours at the School of Education.

A school district representative must complete and sign Section II: Confirmation of Employment Extended of the TC-TP form. A separate attachment of the signed contract is also acceptable.

Please do not complete Section IV of the TC-TP form as the university must confirm this information.

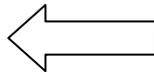
Kentucky Education Professional Standards Board
Division of Certification, 100 Airport Road, 3rd Floor
Frankfort, KY 40601
Telephone (502) 564-4606 (888) 598-7667 www.kyepsb.net

Bellarmino University
Transcript Request Form

Date _____ Date of Birth _____ Social Security Number/ID # _____

Name _____ Maiden/Other Name (s) at Bellarmine _____

Address _____
Street City, State, Zip Phone



PRINT the address in the box

Number of transcripts to be sent _____

Send now _____

Send at end of current semester _____

I hereby authorize Bellarmine University to forward a _____
transcript of my record in the address indicated above. Signature

Dates of Bellarmine University attendance (years) _____ through _____
Transcript Type:
Undergraduate _____
Graduate _____

Degrees received: Associate _____ Year _____
Bachelor _____ Year _____
Master _____ Year _____

If you received credit through high school (ACCESS or ACCP), please complete the following:

- High School Attended _____
- Year (s) credit was received _____

.....
For Office Use Only

Fee Paid _____

Date Sent _____



Alternative Certification Mentoring Fee Policy

As required by KRS 16 KAR 9:080--University Based Alternative Certification Program, effective August 2007, universities are required to provide observation and monitoring of their teacher candidates with temporary provisional certificates. Bellarmine provides an assigned mentor for the year for each of their teacher candidates with temporary provisional certificates.

As of Fall 2011 semester, students who begin alternative certification status shall be assessed a \$300 fee for Modules II and IV. The fee is non-refundable.

I have read and understand Bellarmine University's Alternative Certification Mentoring Fee policy.

Student's Signature

Date

Bellarmino

Alternative Certification Candidate Information

Bellarmino Alternative Certification Candidates according to the Ky Statute KAR9:080 are enrolled in a University based program Bellarmino MAT Program and will fulfill all of the requirements of that program.

Alternative Certification candidates in addition to fulfilling University requirements for the MAT Program will also be required to:

- 1. Sign a Copy of the Kentucky Teacher Code Of Ethics**
- 2. Implement a Mentoring Plan developed by the employing school and the University**
- 3. Be observed, coached and mentored for a minimum of 15 hours per semester by a Bellarmino assigned mentor**
- 4. Attend 3 out of 5 required Seminars**
- 5. Keep a weekly Journal that will be read by the Bellarmino mentor that outlines what went well and what needs working on and questions that you need answers**
- 6. Communicate weekly with the Bellarmino Mentor and School Mentor**
- 7. Schedule Weekly meetings with the School Mentor**

Candidate Signature_____

Date _____

Annsley Frazier Thornton School of Education
2001 Newburg Road
Louisville, KY 40205
502-272-8191

EPSB PROFESSIONAL CODE OF ETHICS FOR KENTUCKY CERTIFIED SCHOOL PERSONNEL

KRS 161.028 requires that the Education Professional Standards Board develop a professional code of ethics. The Professional Code of Ethics for Kentucky Certified School Personnel, codified in 16 KAR 1:020, establishes the ethical standards for Kentucky certified school personnel and establishes that violation of the code may be grounds for

CERTIFIED SCHOOL PERSONNEL IN THE COMMONWEALTH:

1. Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach.
2. Shall believe in the worth and dignity of each human being and in educational opportunities for all.
3. Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession.

TO STUDENTS	TO PARENTS	TO EDUCATION PROFESSIONS
<ol style="list-style-type: none">1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator.2. Shall respect the constitutional rights of all students.3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students.4. Shall not use professional relationships or authority with students for personal advantage.5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.6. Shall not knowingly make false or malicious statements about students or colleagues.7. Shall refrain from subjecting students to embarrassment or disparagement.8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for	<ol style="list-style-type: none">1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.2. Shall endeavor to understand community cultures and diverse home environments of students.3. Shall not knowingly distort or misrepresent facts concerning educational issues.4. Shall distinguish between personal views and the views of the employing educational agency.5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.	<ol style="list-style-type: none">1. Shall exemplify behaviors which maintain the dignity and integrity of the profession.2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.4. Shall not use coercive means or give special treatment in order to influence professional decisions.5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.		
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ALTERNATIVE CERTIFICATION CANDIDATE LOG

Teacher Signature: _____ Date: _____ # of Hours: _____

Mentor Signature: _____ Date: _____ Next Meeting Date: _____

Check all that apply: <input type="checkbox"/> Observing <input type="checkbox"/> Demonstration Lesson <input type="checkbox"/> Video Taping <input type="checkbox"/> Veteran Teacher Observation <input type="checkbox"/> Reflecting <input type="checkbox"/> Problem Solving <input type="checkbox"/> Providing Resources <input type="checkbox"/> Development & Review of ILP <input type="checkbox"/> Connect to ILP Goals <input type="checkbox"/> Other _____
--

+ What's Working:	△ Current Focus – Challenges – Concerns:
Teacher's Next Steps:	Mentor's Next Steps:

Kentucky Standards for the Teaching Profession (KSTP)

CK = Candidate Demonstrates Knowledge of Content <ul style="list-style-type: none"> The candidate communicates accurate knowledge of content. The candidate connects content to life experiences. The candidate uses strategies that contribute to student learning. MI = Candidate Implements and Manages Instruction <ul style="list-style-type: none"> The candidate promotes higher order thinking skills. The candidate uses appropriate questioning strategies. The candidate maintains appropriate pace and makes efficient use of instructional time. The candidate engages students in lesson. Specific benchmarks: Implementing thinking and problem solving tasks; Utilizing real-life situations; Managing discussions that are topic related and open-ended; Maintaining attention of students 	DP = Candidate Designs and Plans Instruction <ul style="list-style-type: none"> The learning objectives are observable, measurable, and contextual. The planned activities address individual student needs. The assessment reflects effective connections to learning objectives. AL = Candidate Assesses and Analyzes Student Learning <ul style="list-style-type: none"> The candidate outlines intended assessments in the lesson plan. The candidate measures learning objectives. Examples of specific measures include: Rubrics or scoring guides; Anecdotal notes; Checklists; Student work samples The candidate uses pre-assessment and student assessment strategies. 	CC = Candidate Creates Positive Classroom Climate <ul style="list-style-type: none"> The candidate manages the environment and materials in an organized and safe manner. The candidate uses appropriate language and voice. The candidate provides a positive, supportive learning climate. Specific benchmarks: Reinforcing positive behavior; Communicating high expectations; Addressing inappropriate behavior; Demonstrating value and respect for students; Building rapport with students IT = Candidate Demonstrates Implementation of Technology <ul style="list-style-type: none"> The candidate uses the computer to do word processing, create databases, or make presentations. The candidate requests and uses assistive and adaptive technology.
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Name of Candidate: _____
Name of Assessor: _____
Subject Observed: _____



School of Education

Pre-Professional Semester

The following analytic scoring guide is used to observe candidates in the semesters preceding the Professional Semester. The following scale is provided:

4 excellent performance **3** satisfactory performance **2** improvement needed **1** significant improvement needed **0** Not Observed

Standard 1: Candidate Demonstrates Knowledge of Content

_____ The candidate communicates accurate knowledge of content.

Comments, Standard 1:

Standard 2: Candidate Designs and Plans Instruction

_____ The learning objectives are observable, measurable, and contextual.

_____ The planned activities address individual student needs.

_____ The assessment reflects effective connections to learning objectives.

Comments, Standard 2:

Standard 3: Candidate Creates Positive Classroom Climate

_____ The candidate manages the environment and materials in an organized and safe manner.

_____ The candidate uses appropriate language and voice.

_____ The candidate provides a positive, supportive learning climate.

Specific benchmarks include:

- reinforcing positive behavior
- communicating high expectations
- addressing inappropriate behavior
- demonstrating value and respect for students
- building rapport with students

Comments, Standard 3:

Standard 4: Candidate Implements and Manages Instruction

- _____ The candidate effectively communicates lesson objectives.
- _____ The candidate promotes higher order thinking skills.
- _____ The candidate uses appropriate questioning strategies.
- _____ The candidate maintains appropriate pace and makes efficient use of instructional time.
- _____ The candidate engages students in lesson. Specific benchmarks include:
 - implementing thinking and problem solving tasks
 - utilizing real-life situations
 - managing discussions that are topic related and open-ended
 - maintaining attention of students

Comments, Standard 4:

Standard 5: Candidate Assesses and Analyzes Student Learning

- _____ The candidate outlines intended assessments in the lesson plan.
- _____ The candidate measures learning objectives. Examples of specific measures include:
 - rubrics or scoring guides
 - anecdotal notes
 - checklists
 - student work samples

Comments, Standard 5:

Standard 6: Candidate Demonstrates Implementation of Technology

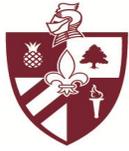
- _____ The candidate uses the computer to do word processing, create databases, or make presentations.
- _____ The candidate uses instructional technology (including assistive and adaptive technology) where appropriate.

Comments, Standard 6:

Overall Summary of Observation:

Observer Signature

Candidate Signature



Name of Student: _____

Name of School Site:

Name of Principal:

Host Teacher(s):

Subject/Grade:

Semester:

Year:

	Date/Week	Time IN & OUT	Tasks Performed in Placement(s)	Authorized Signature
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				

_____ (Total Number of Hours)

My signature indicates that the information above is true and accurate to the best of my knowledge.

Student signature

Date

Cooperating Teacher

Date