

● Commonwealth of Kentucky ●
EDUCATIONAL BULLETIN

**TEACHER TRAINING AND
CERTIFICATION LAWS
AND REGULATIONS**



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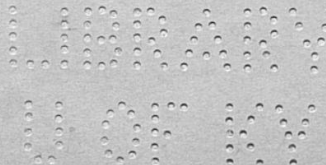
Ky. **DEPARTMENT OF EDUCATION**

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ISSUED MONTHLY

Entered as second-class matter March 21, 1933, at the post office at
Frankfort, Kentucky, under the Act of August 24, 1912.

Vol. III ● September, 1935 ● No. 7



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FOREWORD

The General Assembly in 1934 passed a law providing for the issuance of certificates by the State Board of Education through its executive officer, the Superintendent of Public Instruction. This law provided, also, that all certificates shall be issued upon the basis of the completion of curricula prescribed by the Council on Public Higher Education and approved by the State Board of Education. In administering this law it is necessary (1) that the Council on Public Higher Education prescribe the curricula upon the basis of which all the certificates authorized under the law may be issued; (2) that the curricula prescribed by the Council on Public Higher Education be approved by the State Board of Education; (3) that the State Board of Education set up rules and regulations for filing curricula and for the issuance and reissuance of certificates; and (4) that each institution engaged in the training of teachers file their curricula with the State Board of Education as a basis for issuing certificates.

The Council on Public Higher Education met on May 6, 1935, and prescribed curricula upon which certificates are issued. The State Board of Education on May 27 approved these curricula and in addition adopted regulations for filing curricula, transfer of credits and for the issuance of certificates. On August 15, 1935, the State Board of Education adopted standards for the organization and administration of the program of supervised student teaching as a part of the requirements for the issuance of certificates. This Bulletin, prepared by Richard E. Jagers, Director of Teacher Training, contains the laws governing the training and certification of teachers and rules and regulations for their administration.

JAMES H. RICHMOND

Superintendent of Public Instruction

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PART I

Certification Laws

Part I contains the laws passed by the General Assembly in 1934 relating to the training and certification of teachers. This law states that, "All certificates provided for by this act and that may be issued under this act shall be issued in accordance with the published rules and regulations of the State Board of Education through its executive officer, the Superintendent of Public Instruction." (Section 4502-1 Kentucky Statutes.)

Section 4527-3, Kentucky Statutes, gives to the Council on Public Higher Education the authority to prescribe curricula. The law states further that certificates shall be issued upon the basis of curricula prescribed by the Council on Public Higher Education and approved by the State Board of Education.

Council on Public Higher Education. The Council on Public Higher Education is made up as follows: "The president or chief executive officer of each of the following institutions of higher learning for white persons—the University of Kentucky, Eastern Kentucky State Teachers College, Western Kentucky State Teachers College, Murray State Teachers College, and Morehead State Teachers College; a member, other than the Superintendent of Public Instruction, of the board of regents of each of the four above mentioned state teachers' colleges, said member to be selected by the board of regents of each teachers' college; three appointive members of the board of trustees of the University of Kentucky to be selected by the board of trustees of said University; Two lay members of the State Board of Education to be selected by the State Board of Education; the dean of the College of Education of the University of Kentucky; and the Superintendent of Public Instruction of the Commonwealth, who shall be ex-officio chairman of the Council." —Section 4527-2 Kentucky Statutes.

Prescribed Curricula. Under the authority vested in it by the Statute, the Council on Public Higher Education met at the Capitol in Frankfort on May 6, 1935, and prescribed curricula for the training of teachers and administrators for the public elementary and public secondary schools in Kentucky.

Approval of Curricula. The State Board of Education, under the authority vested in it by the General Assembly, met on May 26, 1935, and approved curricula prescribed by the Council on Public Higher Education, adopted rules and regulations relating to the issuance and reissuance of certificates to teachers and administrators

for the public elementary and public secondary schools of the commonwealth. On August 15, 1935, the State Board of Education adopted standards for supervised student teaching as a part of the regulations for the issuance of certificates.

Effective Date of Regulations. Regulations for the issuance of certificates under the Acts of the 1934 General Assembly will become effective on September 1, 1935. All regulations in force up to that time, except regulations relating to renewal, extension and tenure of certificates in force on September 1, 1935, have been repealed.

A Period of Adjustment. Since it will be difficult for colleges and students to meet the requirements of the new regulations immediately, a period of adjustment has been declared by the Council on Public Higher Education during which colleges and students will be given opportunity to meet the requirements of the curricula. This period of adjustment will continue until September 1, 1937. The State Board of Education will adopt rules and regulations for the administration of curricula during this period of adjustment.

Readoptions. "All regulations of the State Board of Education relating to renewal, extension and tenure of certificates in force up to September 1, 1935, are embodied in the regulations effective on and after September 1, 1935." (Regulation of State Board of Education adopted August 15, 1935.)

Repeal of Old Regulations. "All regulations relating to the administration of curricula and all other regulations not related to the renewal, extension or tenure of certificates in force up to September 1, 1935, are hereby repealed." (Regulation of State Board of Education adopted August 15, 1935.)

LAWS PASSED BY THE 1934 SESSION OF KENTUCKY
GENERAL ASSEMBLY RELATING TO TEACHER
TRAINING AND CERTIFICATION

Certification Authority. (Section 4502-1, Kentucky Statutes.)—The certification of all superintendents, principals, teachers, supervisors, attendance officers, and other administrative, supervisory, or instructional employees shall be vested in the State Board of Education. All certificates provided for by this act and that may be issued under this act shall be issued in accordance with the published rules and regulations of the State Board of Education through its executive officer, the Superintendent of Public Instruction. Certificates shall be issued, reissued, and renewed to former students, students and graduates of the state teachers' colleges of Kentucky for white persons and of the College of Education of the University of Kentucky upon the basis of the completion of curricula prescribed by the Council on Public Higher Education for each or any of the certificates provided for herein or as may hereafter be provided by law, and the curricula when so prescribed may be approved by the State Board of Education.

Certificates shall be issued to the former students, students and graduates of the two state institutions for colored persons in accordance with law and in accordance with the rules and regulations of the State Board of Education.

The State Board of Education is hereby authorized and directed to approve the curricula of any standard college or university, or of any department thereof for the training of teachers, when the curricula comply with the rules and regulations of the State Board of Education and when the institution shall have curricula equivalent to any or all the curricula prescribed for the state institutions for any of the certificates for teaching issued to students of such schools and as shall have otherwise met the terms and conditions as hereinafter provided. Any student of such institution who shall have completed any of these curricula or the equivalent thereof, as approved by the State Board of Education, and who in addition thereto shall have completed the prescribed requirements for the issuance of certificates for teaching to students of the state institutions may by the State Board of Education, be granted a certificate for teaching of the same validity and tenure as certificates which are issued to students completing like requirements in the state institutions. (1934, c. 65, p. 295.)

Publication of State Board Rules and Regulations. (Section 4502-12, Kentucky Statutes.)—The State Board of Education, upon the recommendation of the Superintendent of Public Instruction, shall from time to time publish bulletins containing information on the kinds and grades of certificates issued; the rules and regulations governing the issuance of each kind and grade of certificate issued, schools offering teacher-training courses, the renewal of certificates, the transfer of certificates to and from other states, the acceptance of credentials from institutions of other states, and such other information relating to the training and certification of teachers as it deems advisable. (1934, c. 65, p. 303.)

Council on Public Higher Education. (Section 4527-3, Kentucky Statutes.)—It shall be the duty of the Council of Public Higher Education in Kentucky, and it shall have power: (a) To coordinate the work and determine the curricular offerings of the five public institutions of higher learning, for white persons in Kentucky, namely, the University of Kentucky, Eastern Kentucky State Teachers College, Western Kentucky State Teachers College, Murray State Teachers College, and Morehead State Teachers College, on the basis of efficiency and economy.

Maintenance of Practice Schools. (Section 4527-50, Kentucky Statutes.)—The board of regents of each of the four state teachers' colleges may maintain in connection with the said teachers' colleges, a model and practice school, under the supervision of thoroughly trained teachers for the purpose of giving observation and practice work to the student teachers. (1934, c. 65, p. 337.)

Definition of Standard College or University. (Section 4502-2, Kentucky Statutes.)—An institution which is a member of the Association of Colleges and Universities of the Southern States or the American Association of Teachers Colleges or the Kentucky Association of Colleges and Universities or which may be recognized as an accredited four-year institution by the University of Kentucky shall be deemed a standard college or university in the meaning of this act.

Definition of Standard Graduate Work. (Section 4502-2, Kentucky Statutes.)—Standard college or university work of graduate grade shall be interpreted to mean approved work in an institution belonging to any of the accrediting agencies set out herein and which institution has a program of work extending beyond four years of college or university work.

Definition of Semester Hour. (Section 4502-2, Kentucky Statutes.)—Within the meaning of this act, a semester shall consist of eighteen weeks (one-half year) of standard college or university work, and a semester hour shall consist of one academic or college hour per week for one semester. (1934, c. 65, p. 297.)

General Qualifications for Certificates. (Section 4502-11, Kentucky Statutes.)—No person shall receive or hold any certificate provided for in this act who does not present evidence of a good moral character, or who is under eighteen years of age; and no one shall be eligible to hold any public school position for which certificates may be issued, or receive salary for services rendered in such position, who does not hold a certificate of legal qualifications for such position. (1934, c. 65, p. 303.)

Who Shall Hold Certificates. (Section 4502-10, Kentucky Statutes.)—Each superintendent, principal, teacher, supervisor, attendance officer, or other administrative, supervisory, or instructional employee of a public or common school shall hold the kind and grade of certificate provided by law, for qualifying such person to hold such position. (1934, c. 65, p. 303.)

Fees for Certificates. (Section 4502-8, Kentucky Statutes.)—A fee of two dollars (\$2) shall be paid for each issuance of a certificate and a fee of one dollar (\$1) for each renewal or conversion from lower to higher grade. Fees thus collected shall be used toward defraying operating expenses of the Division of Teacher Training and Certification of the State Department of Education. (1934, c. 65, p. 302.)

Kinds of Certificates Issued. (Section 4502-3, Kentucky Statutes.)—There shall be issued the following kinds of certificates, namely, elementary certificate, high school certificate, and certificate in administration and supervision. Attendance officer certificates and emergency certificates may be issued as hereinafter provided.

(a) *Elementary Certificates.*—An elementary certificate shall be valid for use in any elementary school in this Commonwealth.

(1) *Provisional elementary certificate.*—The provisional elementary certificate, valid for three years, shall be issued to a person who has completed a curriculum of two years (64 semester hours) for the training of elementary teachers in a standard college or university, and which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. This certificate may be issued or renewed after two years' teaching experience during the life of the certificate or upon the presentation of one-half year (16 semester hours) of

additional standard college or university work earned during the life of the certificate and prescribed in the same manner as for the original issue, and may be renewed thereafter upon the presentation of one-half year (16 semester hours) of additional standard college or university work earned during the life of the certificate and prescribed in the same manner as for the original issue.

(2) *The standard elementary certificate*, valid for four years, shall be issued to a person who is a graduate of a standard four-year college or university and who has completed a curriculum of four years (at least 120 semester hours) for the training of elementary teachers, which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. This certificate may be reissued or renewed every four years after three years' teaching experience during the life of the certificate or upon the presentation of one-half year of standard college or university work of graduate grade prescribed in the same manner as for the original issue.

The standard elementary certificate may be extended for life upon the presentation of evidence of the holder having completed a standard four-year college or university curriculum (at least 120 semester hours) for the training of elementary teachers and in addition thereto one year of standard college or university work of graduate grade, prescribed in the same manner as for the original issue, and three years' teaching experience in the elementary field during the life of the certificate.

Each elementary certificate shall show on its face the curriculum the holder has completed for its issuance.

(b) *High school certificates*.—The high school certificate shall be valid for use in any high school in this Commonwealth.

(1) *Provisional high school certificate*.—The provisional high school certificate, valid for four years, shall be issued to a person who is a graduate of a standard four-year college or university and who has completed a curriculum of four years (at least 120 semester hours) for the training of high school teachers, which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. This certificate may be reissued or renewed every four years after three years' teaching experience during the life of the certificate or upon the presentation of one-half year of standard college or university work of graduate grade earned during the life of the certificate and prescribed in the same manner as for the original issue.

(2) *Standard high school certificate*.—The standard high school certificate, valid for five years, shall be issued to a person who is a graduate of a standard four-year college or university and who has completed a standard four-year college or university curriculum for the training of high school teachers and who, in addition thereto, has completed one year of standard college or university work of graduate grade, all of which work meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate.

The standard high school certificate may be extended for life upon presentation of evidence that the holder has had three years' teaching experience in the high school field during the life of the certificate.

Each high school certificate shall show on its face the curriculum the holder has completed for its issuance.

(c) *Certificates in administration and supervision*.—Certificates in administration and supervision shall be valid for use in any position of superintendent, principal, supervisor, teacher, or attendance officer.

(1) *Provisional certificate in administration and supervision*.—The provisional certificate in administration and supervision, valid for four years, shall be issued to a person who has had at least two years' successful teaching experience and who is a graduate of a standard four-year college or

university and who has completed a standard four-year college or university curriculum (at least 120 semester hours) for the training of administrators and supervisors, which curriculum meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate. This certificate may be reissued or renewed every four years after three years' experience during the life of the certificate or upon presentation of one-half year of standard college or university work of graduate grade, prescribed in the same manner as for the original issue.

(2) *Standard Certificate in administration and supervision.*—The standard certificate in administration and supervision, valid for five years shall be issued to a person who has had at least two years' successful teaching experience and who is a graduate of a standard four-year college or university and who has completed a standard four-year college or university curriculum for the training of administrators or supervisors, and who, in addition thereto, has completed one year of standard college or university work of graduate grade, all of which work meets the minimum standards prescribed by the State Board of Education for the issuance of such certificate.

The standard certificate in administration and supervision may be extended for life upon presentation of evidence that the holder has had three years of successful experience during the life of the certificate.

Each certificate in administration and supervision shall show on its face the curriculum the holder has completed for its issuance. (1934, c. 65, p. 297.)

Effective date.—The provisions of Section 4502-3, Chapter VIII, of this act, shall become effective on and after September 1, 1935, and until this date certificates shall be issued in accordance with Sections 7, 8, 9, Chapter 86, Acts of 1926, as amended by Chapter 70, Acts of 1932.

Certification of Attendance Officers. (Section 4502-4, Kentucky Statutes.)—The State Board of Education, upon the recommendation of the Superintendent of Public Instruction, shall prepare rules and regulations providing for the certification of attendance officers. (1934, c. 65, p. 301.)

Emergency Certificates. (Section 4502-5, Kentucky Statutes.)—When a district board of education shall satisfy the State Board of Education that it is impossible to secure qualified teachers for a position or positions in the school under the control of such district board of education, the State Board of Education may, on approval of the Superintendent of Public Instruction, issue emergency certificates to persons who meet the qualifications which the State Board of Education shall determine for emergency certificates. An emergency certificate shall be valid only for the specific job for which issued and for the current school term.

The State Board of Education, may at its discretion, require the passing of a written examination before such emergency certificate shall be issued. In case an examination is used, it shall be prepared and administered and the papers graded in the State Department of Education under the direction of the Superintendent of Public Instruction, in accordance with rules and regulations approved by the State Board of Education for such examinations. (1934, c. 65, p. 301.)

The Renewal of Certificates. (Section 4502-7, Kentucky Statutes.)—Certificates lower than the standard provided for in this act may be raised to a higher grade only by completing in a standard college or university the amount of academic and professional work prescribed for such renewal or for such higher grade certificate. (1934, c. 65, p. 302.)

Certificates of Former Issue. (Section 4502-6, Kentucky Statutes.)—The validity of any certificate or license in force at the time this act goes into effect shall not be impaired by this act, and such certificate or license shall be reissued or renewed in accordance with the terms of the law applying at the date of issue. (1934, c. 65, p. 302.)

Power to Revoke Certificates. (Section 4502-9, Kentucky Statutes.)—The State Board of Education may, on the written recommendation of the Superintendent of Public Instruction, revoke, for immorality, misconduct in office, incompetency, or willful neglect of duty, any certificate issued under this act, or any certificate or license issued under any previous act, to superintendents, principals, teachers, supervisors, attendance officers, or other administrative, supervisory, or instructional employees, after giving the defendant a copy of the charges against him and an opportunity upon not less than ten days' notice, of being heard in person or by counsel. (1934, c. 65, p. 302.)

PART II

Regulations for Filing Curricula Upon Which Certificates Are Issued

1. Each college or university offering curricula for the preparation of teachers shall file a copy of each curriculum offered with the State Board of Education before the date said curriculum is to be offered, which curriculum shall be submitted on forms prepared by the Superintendent of Public Instruction and approved by the State Board of Education.

2. The State Board of Education through the Superintendent of Public Instruction shall examine each curriculum for the preparation of teachers filed by a state institution for higher education, and if any curriculum filed in accordance with the regulations of the State Board of Education meets the requirements prescribed by the Council on Public Higher Education it shall be approved.

3. The State Board of Education through the Superintendent of Public Instruction shall examine curricula filed by private and municipal colleges and universities for the training of teachers, and when a curriculum filed in accordance with the regulations of the State Board of Education meets the requirements prescribed by the Council on Public Higher Education for state institutions of higher education and is equivalent to a curriculum approved for state institutions of higher education, and when it otherwise meets the requirements of law and the regulations of the State Board of Education it shall be approved.

4. The State Board of Education through the Superintendent of Public Instruction shall examine curricula filed by the two state institutions of higher education for colored persons, and if a curriculum filed in accordance with law and the regulations of the State Board of Education is equivalent to a curriculum approved by the State Board of Education for the preparation of teachers for white schools it shall be approved.

5. When a curriculum has been approved by the State Board of Education for the preparation of teachers and administrators it shall become the basis for the issuance of the certificate for which it is designed to prepare.

6. Each curriculum filed for the approval of the State Board of Education shall give the catalogue number and catalogue description of each course included, the number of semester hours assigned to each course, and such other information as may be required to administer the program.

7. No college or university may offer curricula for the preparation of teachers and administrators unless it is a standard college or university as defined in Section 4502-2, Kentucky Statutes, and meets the requirements of law and regulations of the State Board of Education.

8. Curricula two years in length for the preparation of elementary teachers, and for attendance officers may be submitted for approval by standard junior colleges or standard senior colleges.

9. Curricula four years or more in length for the training of elementary teachers, secondary teachers, principals, superintendents, and attendance officers may be submitted for approval only by standard senior colleges and universities and/or standard graduate schools.

10. All observation, participation, and supervised student teaching required for the issuance or renewal of certificates shall be done according to the standards prescribed by the State Board of Education.

11. All institutions of higher education offering curricula for the preparation of teachers shall be regularly inspected by the Superintendent of Public Instruction or his representative to determine whether such institutions are meeting the requirements of law, the regulations of the State Board of Education and standards prescribed by the Council on Public Higher Education.

12. In inspecting colleges offering curricula for the preparation of teachers the Superintendent of Public Instruction or his representative shall visit each college and/or require written reports from each college offering curricula, and shall report to the State Board of Education annually concerning the progress in teacher preparation.

13. The Superintendent of Public Instruction shall prepare or cause to be prepared blanks and report forms needed to carry into effect the laws and regulations of the State Board of Education relating to teacher preparation and certification.

PART III

Standards Governing Supervised Student Teaching in Colleges Offering Approved Curricula for the Training of Teachers in Kentucky

CRITIC TEACHER DEFINED

14. A critic teacher as used in the regulations of the State Board of Education is a person who is employed as a regular classroom teacher in the training school under the control of or affiliated with a college which offers curricula for the training of teachers as approved by the State Board of Education, and who, in addition to the duties as a teacher, directs the observation, participation, and teaching done by student teachers.

15. *Qualifications of Critic Teachers.* Critic teachers in campus or affiliated training schools shall hold a legal certificate for teaching at the school level in which critic teaching is to be done and in addition shall hold a credential known as Commission for Critic Teacher.

16. *Types of Commissions for Critic Teaching.* There shall be issued a Provisional Commission for Critic Teaching and a Standard Commission for Critic Teaching.

17. *A Provisional Commission for Critic Teaching in the Secondary Grades* valid for four years shall be issued to a person who is a graduate of a standard four-year college or university, who has had two years experience as a teacher, and who has completed a curriculum for the training of high school teachers, provided that a transcript of standard college credits shows that the applicant has completed a major (24 semester hours) in the subject field in which critic teaching is to be done and has fulfilled all requirements for the issuance of a high school certificate based upon four years of standard college training.

18. *A Provisional Commission for Critic Teaching in the Secondary Grades* valid for four years shall be issued to a person who, on June 30, 1935, held a Provisional Commission for Critic Teaching, provided that application is made on or before December 31, 1935.

19. *A Provisional Commission for Critic Teaching in High School* shall be reissued for four years upon presentation of a transcript showing the completion of a minimum of one-half year of standard college work of graduate grade and three years experience as a critic teacher. The Provisional Commission for Critic Teaching in Secondary Grades shall, after the first reissuance, continue to be

reissued every four years upon presentation of a transcript of credits showing the completion of one-half year of college work of graduate grade, until one year of graduate work has been completed.

20. *A Standard Commission for Critic Teaching in the Secondary Grades* valid for five years shall be issued to a person who has met the requirements for the issuance of the Provisional Commission for Critic Teaching in the Secondary Grades and who in addition thereto presents a transcript of credits showing the completion of one year of standard college work of graduate grade.

21. *A Standard Commission for Critic Teaching in the Secondary Grades* may be extended for life after three years' experience as a critic teacher upon this commission.

22. *A Provisional Commission for Critic Teaching in the Elementary Grades* valid for four years shall be issued to a person who is a graduate of a standard four-year college, who has had two years teaching experience, and who has completed a curriculum four years in length for training of elementary teachers or has had 30 semester hours in elementary education.

23. *A Provisional Commission for Critic Teaching in the Elementary Grades* valid for four years shall be issued to a person who on June 30, 1935, held a Provisional Commission for Critic Teaching in the Elementary Grades, provided that application is made on or before December 31, 1935.

24. *A Provisional Commission for Critic Teaching in Elementary Grades* will be renewed after four years upon presentation of a transcript of credits showing the completion of a minimum of one-half year of standard college work of graduate grade and three years experience as a critic teacher. The Provisional Commission for Critic Teaching in Elementary Grades will continue to be reissued (after the first reissuance) every four years upon presentation of a transcript of credits showing the completion of one-half year of additional college work of graduate grade, until one year of graduate work has been completed.

25. *The Standard Commission for Critic Teaching in Elementary Grades* valid for five years shall be issued to a person who has completed the requirements for the Provisional Commission for Critic Teaching in Elementary Grades and in addition thereto presents a transcript showing the completion of one year of standard college work of graduate grade.

26. *The Standard Commission for Critic Teaching in Elementary Grades* shall be extended for life after three years' experience as Critic Teacher upon this Commission.

27. *A Commission for Critic Teaching* shall be valid only for teaching at the school level and/or in the subject fields for which it is issued.

28. *A person who completes a curriculum for the training of high school teachers shall do the last three semester hours of the required supervised teaching at the secondary school level.*

29. *A person who completes a curriculum for the training of elementary teachers shall do the last three semester hours of the required supervised teaching at the elementary school level.*

30. *The school in which observation, participation and supervised student teaching is done shall be:*

- a. Composed of normal children of public school age.
- b. Shall be a regularly organized school.
- c. The school shall be either on the campus of the institution, and/or an urban, village, or rural school.
- d. Shall meet the standard of efficiency prescribed by the State Board of Education for such schools.

To meet these standards the school shall be:

- a. Appropriately and adequately housed in a building that is sanitary, and equipped with suitable furniture, libraries and teaching supplies.
- b. Each classroom shall provide conditions where pupils may learn effectively, where students may observe, participate and practice effectively, and shall be taught by a teacher meeting the standards set up by the State Department of Education.

31. *A three semester hour course in supervised teaching shall consist of a minimum of 54 periods of at least 50 minutes in length. At least 50 per cent of the time shall be devoted to class-teaching.*

32. *A person pursuing the curriculum for the Provisional Elementary Certificate shall not be permitted to do supervised teaching until the second year in college.*

33. *A person pursuing four-year or five-year curriculum shall not complete supervised student teaching until the fourth year in college.*

34. *In the training school there shall be at least one full time training school teacher in charge of at least 30 children for every 18 college students each of whom does during the year a total of 90 clock hours of student teaching or an equivalent load.*

35. *In campus training schools there shall be a maximum of 7 student teachers per critic teacher per semester provided each student does 108 clock hours of supervised teaching. In affiliated training schools there shall be a maximum of 5 student teachers per critic teacher per semester provided each student does 108 clock hours of supervised student teaching.*

36. *Before a student is admitted to the training school to do*

supervised student teaching he shall have met the following prerequisites:

- a. The attainment of a scholastic standing of one or "C" in all courses completed at the time student teaching begins.
 - b. For two-year curricula
 - (1) The completion of at least one-half of the minimum requirements in English for the curriculum pursued.
 - (2) The completion of at least one-half of the minimum requirements in Education courses.
 - c. The completion of a minimum of 32 semester hours of required courses in the two-year elementary curriculum.
 - d. For four-year curricula
 - (1) The completion of two-thirds of the minimum requirements in the core curriculum and in the subject fields in which student teaching is done.
 - (2) The completion of two-thirds of the required courses in education other than student teaching.
 - (3) The completion of a total of 90 semester hours of work.
37. The spirit and organization of the training school should be such that learning may take place effectively and economically.

PART IV

Regulations for the Transfer of Credits

38. No certificate shall be issued to an applicant until *written application* has been made upon forms furnished by the State Department of Education, an *official transcript* has been filed showing all college credits earned up to the time application is made, and the *legal fee* has been paid.

39. *College credits* shall be transferred upon forms furnished by the Department of Education or other forms approved by the Department.

40. *Official transcripts* of credits are transcripts that are certified by the registrar of the institution in which college training was done or in which training was validated.

41. *Recommendation by the official* certifying the transcript shall state that, as far as the applicant's record in that institution is concerned, the certificate should be granted.

42. *Transcripts of credits* shall show the applicant's fields of preparation by giving a summary of major and minor fields with the credit earned in each major field or minor field.

43. *Transcripts of college credits* shall show that the applicant has completed all college entrance requirements.

44. *Official transcripts* shall show only the work for which the college gives the applicant full credit toward graduation in the institution certifying the transcript.

45. *Official transcripts* shall state whether the quality (average point standing) of work done by the applicant is equal to the quality of work which the institution certifying the credit will accept toward graduation.

46. *Credit for Junior Colleges.* Sixty-seven semester hours constitute the maximum that can be accepted from a junior college. This 67 semester hours shall include any work already completed in other institutions previous to the date of completion of work in the junior college.

47. Three-fourths of the total amount of credit required for the issuance of any certificate shall be residence credit, provided that, laboratory courses in subject fields, and professional courses requiring observation, participation, and/or teaching in campus or affiliated training school shall be in residence.

48. *Credit earned by correspondence*, extension classes, travel courses, and credit earned through other off-campus programs shall so be designated on the official transcripts and shall be classified as extension or non-resident work.

49. *A major shall require* the completion of a minimum of 24 semester hours of standard college work.

50. *A minor shall require* the completion of a minimum of 18 semester hours of standard college work.

51. *A year of graduate study shall require* the completion of the requirements for a Master's Degree in a standard graduate school.

52. *Any additional college credit* accepted in the reissuance or renewal of certificates based upon college graduation, shall be of graduate grade.

53. *Extension credit in the Renewal of Certificate*, except where otherwise specified, will be accepted up to 50 per cent of the total credits presented for the renewal of any certificate. Graduate credit for the renewal of certificate shall be earned in residence.

PART V

Regulations for Making Application for Certificates

54. *Application for Certificate* must be made upon forms prepared by the Department of Education. The application form will be mailed upon request.

55. *Complete application must be filled, i. e.,* the applicant should write in every space in which information is requested. Each application shall be signed by the applicant in person.

56. *Each applicant for a certificate must be recommended* by a school official and the signature of the recommending officer shall be on the application.

57. *Full name should be printed* on the application in the space provided for that purpose. Married women should give their maiden names, if any of their credits were earned before marriage.

58. *Applications for renewal or extension* of certificates must be accompanied by the certificate to be renewed or extended.

59. *Fee for certificate should not be sent* until it is requested.

60. *If applicant is teaching at the time he applies for a certificate,* he should give the date on which he began such employment.

61. *The applicant is responsible for having transcripts of credits sent.*

62. *Delays in issuing certificates* are due to the fact that not all of the necessary application requirements have been completed. Applicants should furnish all the information asked for in the application promptly in order to avoid delays.

63. *Validation of certificates from other states* may be made when transcripts of credits show that requirements are met for Kentucky certificates of similar rank and for the same school level.

64. *All certificates shall be issued as of July 1* in the calendar year in which they are issued and they shall expire on June 30.

65. *Applications for renewal of certificates* shall be made and credits upon which application for renewal is based shall be completed before September 1 in the calendar year in which the certificate-to-be-renewed expires, provided that the application for the renewal of the Local Elementary Certificate shall be made and credits upon which renewal is based shall be completed before July 1 of the calendar year in which the certificate expires.

66. *Transcripts of credits of all applicants for certificate* shall show that the quality of work done (average point standing) by the applicant in college shall be as high as the minimum quality maintained for graduates of the college certifying the transcript.

67. *Personal checks will not be accepted* in payment of fees for the issuance of certificates.

PART VI

Regulations for the Reissuance of Certificates which Were Issued before September 1, 1935

68. *Provisional Elementary Certificate.* When a holder of a Provisional Elementary Certificate has completed high school graduation or college entrance requirements, the certificate may be reissued as a Local Elementary Certificate upon the completion of 16 semester hours of standard college work selected from the two- or four-year curriculum for the training of elementary teachers in Kentucky.

69. *Local Elementary Certificate* may be reissued for teaching in the same county in which it was issued upon two standard high school units earned during the life of the certificate, provided credits are earned and application is made before the date or expiration of the certificate.

When the holder of a Local Elementary Certificate has completed high school graduation or college entrance requirements, the certificate may be reissued upon the completion of 16 semester hours of standard college work selected from the two-year or four-year curriculum for the training of elementary teachers in Kentucky.

70. *Standard Elementary Certificate* may be extended for life when the holder has taught for three years upon the certificate. If the holder fails to meet the requirements for life extension, he may have the Standard Elementary Certificate reissued for another three years by submitting additional standard college credits in lieu of the teaching experience at the rate of 6 semester hours for each of the three years that he fails to teach on the certificate.

71. *Provisional High School Certificates* issued upon training below college graduation may be reissued upon 32 semester hours of standard college work earned after issuance.

72. *Provisional High School Certificates* issued to graduates of a standard four-year college may be reissued upon three years experience, provided that if the holder fails to teach three years on the certificate before date of expiration, such person may submit additional standard college credit in lieu of the teaching experience at the rate of 6 semester hours for each of the three years that he fails to teach on the certificate.

73. *Standard High School Certificate* may be reissued after three years teaching upon the certificate. If the holder of this cer-

tificate does not meet renewal requirements by failure to teach three years on the certificate, additional college credits may be submitted in lieu thereof as in the reissue of the Provisional High School Certificate issued to college graduates.

74. *The Standard High School Certificate may be extended for life* when the holder (a) presents evidence of having had three years' experience teaching on the certificate, and (b) transcript showing 24 semester hours of credit in Education earned in a standard college.

75. *A Standard Certificate in Administration and Supervision* issued under the 1932 law, may be reissued upon three years' experience during the life of the certificate and 24 semester hours in education courses earned in a standard college.

76. *A Standard Certificate in Administration and Supervision* issued under the Acts of 1926 may be extended for life upon three years' experience and 24 semester hours in education courses.

77. *Special Certificates* based upon training below four years of college training shall be reissued upon 32 semester hours of standard college training. *Special Certificates* issued upon college graduation will be renewed upon 3 years experience or 16 semester hours of college training of standard graduate grade.

78. *Standard Certificate* issued by a State Teachers College may be reissued or renewed, upon application within eight years after date of issuance, for life, after three years of successful experience. Credit for two years of prescribed and elective standard college work or any part thereof, may be accepted in lieu of the same length of time of successful teaching experience. The holder of this certificate may have the same reissued or renewed after expiration by a Board of Regents of a State Teachers College upon completion of at least 16 additional semester hours of prescribed and elective standard college work, at least 12 of which must be earned in residence in the State Teachers College, reissuing or renewing same.

79. *A Standard Certificate* issued by the University of Kentucky shall be renewed upon evidence of 32 semester hours of college work including 6 semester hours of education. It may be extended for life when the applicant has met the requirements for the baccalaureate degree in the College of Education and presents in addition thereto three years of successful teaching experience after graduation from the University of Kentucky.

80. *A College Certificate* issued by a State Teachers College "shall be reissued or renewed, upon application, for life, after three years' experience in educational work; credit for one years' additional college work may be accepted in lieu of one year of successful teaching experience." The holder of this certificate may have the same reissued or renewed, after expiration, by a Board of Regents of the State Teachers College issuing the same, upon completion of

at least sixteen additional semester hours of prescribed and elective work.

81. A *College Certificate* issued by the University of Kentucky shall be renewed for life after three years of successful experience in educational work in the public schools. Credit for one year of graduate work may be accepted in lieu of one year of successful experience as above provided.

82. *Attendance Officer's Certificate* issued upon the basis of two years of standard college training, may be renewed for two years upon evidence that the holder has had two years experience as attendance officer during the life of the certificate. After the first renewal the provisional attendance officer's certificate issued prior to September 1, 1935, will be reissued provided the holder presents evidence of having met the requirements of the curriculum prescribed by the Council on Public Higher Education for the issuance of the Attendance Officer's Certificate. Attendance Officer's Certificate issued upon experience as attendance officer, may be reissued for two years as long as the holder serves continuously as attendance officer in the district in which he was employed when his original attendance officer's certificate was issued to him under the Acts of 1934.

PART VII

Regulations for the Issuance of Certificates under Acts of the General Assembly 1934. (See Section 4502-3 Kentucky Statutes)

83. *The Provisional Elementary Certificate valid for three years* shall be issued to a person who meets the general requirements of law and the regulations of the State Board of Education and files a transcript of standard college credits showing the completion of the following curriculum:

a. Education, including	
1. Education Psychology or General Psychology.....	3 hours
2. Fundamentals of Elementary Education.....	4 hours
3. Supervised Student Teaching	3 hours
4. Elective Course in Education.....	3 hours
	Total 13 hours
b. English, including	
1. Oral and Written composition	6 hours
2. English Literature or American Literature or Survey of Literature	3 hours
3. Children's Literature	3 hours
	Total 12 hours
c. Social Science, including	
1. American History and Citizenship (integrated).....	6 hours
2. Or American History	3 hours
3. and Citizenship (separated)	3 hours
4. Or History of Civilization	6 hours
	Total 6 hours
d. Principles of Geography	3 hours
	Total 3 hours
e. Public School Music	2 hours
	Total 2 hours
f. Public School Art	2 hours
	Total 2 hours
g. Teacher's Arithmetic	3 hours
	Total 3 hours
h. Public Hygiene and Sanitation.....	2 hours
	Total 2 hours
i. Science (Biology, Chemistry, General Science, Geology, Physics)	5 hours
	Total 5 hours

j. Physical Education	2 hours
	Total 2 hours
k. General Agriculture, or.....	2 hours
Industrial Arts, or.....	2 hours
Home and Social Problems, or	2 hours
Rural Social Economy, or	2 hours
Principles of Sociology	2 hours
	Total 2 hours
l. Elective	12 hours
	Total 12 hours
	Total 64 hours

84. *The Provisional Elementary Certificate* shall be issued to a person who prior to September 1, 1935, partially fulfilled the requirements for the Standard Elementary Certificate, based upon two years of college, provided that the remaining work required for the Provisional Elementary Certificate shall be selected from the curriculum for the issuance of the Provisional Elementary Certificate, which courses selected shall include three semester hours in supervised student teaching.

85. *The Standard Elementary Certificate* valid for four years shall be issued to a person who meets the general requirements of law and the regulations of the State Board of Education and files a transcript of standard college credits showing the completion of the following curriculum for elementary teachers:

a. Education, including	
1. General Psychology or Educational Psychology.....	3 hours
2. Fundamentals of Elementary Education.....	4 hours
3. Supervised Student Teaching	6 hours
4. Educational Measurements	2 hours
5. Child Psychology	3 hours
6. Teaching Reading	3 hours
*7. Elective in Elementary Education.....	9 hours
	Total 30 hours
b. English, including	
1. Oral and Written composition	6 hours
2. American Literature or English Literature or Survey of Lit.....	3 hours
3. Children's Literature	3 hours
4. Elective	3 hours
	Total 15 hours
c. Science, selected from Biology, Chemistry, General Science, Geology, Physics	12 hours
	Total 12 hours

* Six semester hours may be selected from administration and supervision by those who desire to qualify for administrative positions.

d. Social Science, including	
1. American History and Government or History of Civilization	6 hours
2. Principles of Sociology or Rural Social Economy	3 hours
3. History, Government, Sociology or Economics.....	6 hours
	Total 15 hours
e. Teacher's Arithmetic	3 hours
f. Art, including	
a. Public School Art	2 hours
b. Elective	2 hours
	Total 4 hours
g. Music, including	
a. Public School Music	2 hours
b. Elective	2 hours
	Total 4 hours
h. Public School Hygiene and Sanitation.....	2 hours
	Total 2 hours
i. Physical Education	2 hours
	Total 2 hours
j. Geography, including	
a. Principles of Geography	3 hours
b. Elective	3 hours
	Total 6 hours
k. Elective	27-35 hours
	Total 27-35 hours

Total required—120—128 hrs. plus degree.

86. *The Standard Elementary Certificate* valid for four years shall be issued to a person who partially completed the requirements for the Standard Elementary Certificate before September 1, 1935, provided that the additional work required for the completion of the four-year curriculum for the issuance of the Standard Elementary Certificate shall be selected from the prescribed courses in the approved four-year curriculum for the issuance of the Standard Elementary Certificate, and provided that six semester hours of credit shall be in supervised student teaching.

87. *The Provisional High School Certificate* valid for four years shall be issued to a person who meets the general requirements of law and the regulations of the State Board of Education, and files a transcript of standard college credits showing the completion of a curriculum which includes the following courses and minimum standards:

- a. Major (minimum of 24 semester hours) and two minors (minimum of 18 semester hours each) or two majors selected from subject fields in the curriculum adopted by the State Board of Education for the public elementary and/or public secondary schools.

- b. A core curriculum as follows:
 - 1. English 12 hours
 - 2. Science, selected from Biology, Chemistry, General Science, Geology, Physics 12 hours
 - 3. Health 2 hours
 - 4. Social Sciences, selected from Economics, Government, History, Sociology 12 hours
 - 5. Mathematics (exclusive of Arithmetic) or 6 hours
 - *6. Foreign Language 6 to 12 hours
 - 7. Physical Education 1 hour
- c. 18 semester hours in Education as follows:
 - 1. Supervised Student Teaching 6 hours
(At least three hours in student teaching shall be done in the secondary school.)
 - 2. Psychology or Educational Psychology 3 hours
 - 3. Elective (selected from at least two phases of secondary education) 9 hours
- d. Elective 51 to 65 hours
- Total required hours 120 to 128 plus degree

88. *A Provisional High School Certificate* valid for four years shall be issued to a person who meets the requirements of law and general regulations of the State Board of Education and files a transcript of standard college credits showing the completion of the requirements for a Smith Hughes teacher of Agriculture or Home Economics, who holds at least a Baccalaureate degree, and who has met the education requirements set by the Council on Public Higher Education and approved by the State Board of Education as follows:

- a. Supervised Student Teaching 6 hours
(At least three hours in student teaching shall be done in the secondary school)
- b. Psychology or Educational Psychology 3 hours
- c. Elective (selected from at least two phases of secondary education) 9 hours

89. *A Provisional High School Certificate* valid for four years shall be issued to a person who meets the requirements of law and general regulations of the State Board of Education and files a transcript of standard college credits showing that he has met the requirements for a Baccalaureate degree in music education and the requirements set by the Council on Public Higher Education and approved by the State Board of Education as follows:

- a. Supervised Student Teaching 6 hours
(At least three hours in student teaching shall be done in the secondary school)
- b. Psychology or Educational Psychology 3 hours
- c. Elective (Selected from at least two phases of secondary education) 9 hours

* If three units or more of a foreign language are offered for admission, six semester hours in the same language will be required; if two units of a foreign language are offered for admission, nine semester hours in the same language will be required; if one unit or less of a foreign language is offered for admission, twelve semester hours in the same language will be required.

90. *The Standard High School Certificate* valid for five years shall be issued to a person who meets the requirements of law and general regulations of the State Board of Education and files a transcript of credits showing the completion of the four-year curriculum for the training of high school teachers as prescribed by the Council on Public Higher Education and approved by the State Board of Education, and who, in addition thereto, completes the requirements for a Master's degree in a standard graduate school.

91. *The Provisional Certificate in Administration and Supervision* valid for four years shall be issued to a person who has fulfilled the requirements of law and the general regulations of the State Board of Education, who has had a minimum of two years' successful teaching experience, who has completed a four-year curriculum for the training of elementary or high school teachers as approved by the State Board of Education, and who presents a transcript of standard college credits showing the completion of the following courses in Education :

a. Courses in Administration and Supervision	6 hours
b. Courses in Elementary Education	6 hours
c. Supervised Student Teaching	6 hours
d. Courses in Secondary Education	6 hours

92. *The Provisional Certificate in Administration and Supervision* valid for four years shall be issued to a person who holds a standard certificate in Administration and Supervision issued under the laws of 1932, provided that the holder makes application and presents a transcript of standard college credits upon which the certificate-to-be-converted was issued.

93. *The Standard Certificate in Administration and Supervision* valid for five years shall be issued to a person who has met the requirements for the issuance of the Provisional Certificate in Administration and Supervision and in addition thereto files a transcript of standard college credits showing the completion of the requirements for the Master's degree, with a major in the field of Administration and Supervision, in a standard graduate school.

94. *A Standard Certificate in Administration and Supervision* shall be issued to a person who has met the requirements of law and the regulations of the State Board of Education, who on September 1, 1935, held a certificate based upon four years of college training, and who presents a transcript of standard college credits showing the completion of the requirements for the Master's degree in a standard graduate school, with a major in the field of Administration and Supervision.

95. *Attendance Officer's Certificate* valid for three years shall be issued to a person who has met the requirements of law and who, in addition thereto, completes (a) a two-year curriculum for the training of teachers, which curriculum shall include three semester

hours in pupil accounting, or (b) completes a two-year standard college curriculum which shall include 12 semester hours in education courses with 3 semester hours in pupil personnel. This certificate may be reissued every three years upon three years experience as attendance officer, or 16 semester hours of standard college training.

96. *An Emergency Certificate* may be issued to a person under the following conditions: (a) the employment district Boards of Education shall state under their official oath that it is impossible to procure a teacher or teachers for the position or positions for which emergency certificate is sought; (b) the applicant shall meet all requirements regarding age, character, etc.; (c) the formal application must be signed by the executive of the school district; (d) the applicant shall appear at the State Department of Education and take a written examination covering the subjects, grades, and professional fields; (e) the questions shall be prepared in the Divisions of Teacher Training and Certification; (f) notice shall be filed by the applicant 10 days in advance of the date on which the examination is desired; (g) if the applicant makes an average grade of 80 per cent a permit may be granted for one year.

VALIDITY AND TENURE OF CERTIFICATES

Certificates issued before September 1, 1935, will be valid as long as they remain in force. They can be renewed, or extended upon the conditions set out in the law and regulations in force at the time they were issued. A certificate issued before September 1, 1935, and valid for holding a particular type of position will be legally valid for holding the same type of position after September 1, 1935.

Certificates issued after September 1, 1935, will be valid at the school levels and positions for which they are issued.

The chart which follows sets out the school levels and positions for which each certificate is valid. Certificates issued before September 1, 1935, are given first and are followed by certificates issued after September 1, 1935.

CERTIFICATES ISSUED BEFORE SEPTEMBER 1, 1935, TRAINING BASIS OF ISSUE, SCHOOL LEVEL, AND POSITION FOR WHICH EACH WILL BE VALID AFTER SEPTEMBER 1, 1935. ALSO SIMILAR INFORMATION ABOUT CERTIFICATES ISSUED AFTER SEPTEMBER 1, 1935.

Name of Certificate	Date of Issue	Training Basis of Issue	School Level in Which Val.			Position for Which Valid				
			Ele.	H. S.	Adm.	Tchr.	Prin. ³	Supt.	Supr.	Att. Off.
Advanced	B	2 Col.	*	*		*	*			
College	B	4 Col.	*	*		*	*			
College Elementary	B	1 Col.	*			*				
Local Elementary	B	Exam.	*			*				
Provisional Adm. and Supervision	B	2 Col.	*	*	*	*	*	*	*	
Provisional High School ¹	B	2 Col.	*	*		*	*			
Provisional El. Normal	B	8 Units	*			*				
Standard Adm. and Supervision	B	4 Col.	*	*	*	*	*	*	*	
Standard H. S.	B	4 Col.	*	*		*	*			
Standard Elementary	B	2 Col.	*	*		*	*			
Standard	B	2 Col.	*	*		*	*			
Attendance Officers ²	B	2 Col.								*
Prov. Elementary Provisional in Adm. and Supervision	A	2 Col.	*			*				
Provisional H. S. Standard	A	4 Col.	*	*	*	*	*	*	*	*
Standard H. S. Standard	A	4 Col.	*	*		*	*			
Standard H. S. Standard in Adm. and Supervision	A	5 Col.	*	*	*	*	*	*	*	*
Attendance Officers ²	A	5 Col.	*	*	*	*	*	*	*	*
	A	2 Col.								*

¹Provisional High School Certificates based upon training below college graduation are not valid in accredited High School.

²Attendance Officer's certificates are issued to persons with less than two years of college provided they held contract when the law went into effect July 1, 1935.

³Principals are required to have two years experience.

B. Issued before September 1.
A. Issued after September 1.

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ANNOUNCEMENT

Sunday, October 27th, will be the seventy-seventh anniversary of the birth of Theodore Roosevelt.

The Woman' Roosevelt Memorial Association has asked that special exercises be held during that week to celebrate the birthday of this great American.

Copies of a program which may be helpful in preparing an exercise of this nature may be secured from the Woman's Roosevelt Memorial Association, Roosevelt House, 28 East 20th Street, New York City. It is hoped that you can find time for a program of this nature.