

● Commonwealth of Kentucky ●
EDUCATIONAL BULLETIN

**CODIFIED REGULATIONS
TEACHER EDUCATION
and
CERTIFICATION**

President H. L. Donovan
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JOHN W. BROOKER

Superintendent of Public Instruction

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FOREWORD

In the development of the teacher education and certification program in Kentucky the Council on Public Higher Education and the State Board of Education have been sensitive to the changing needs of the public service. Changes have been made in regulations as soon as possible after a need for change has developed. Modifications in regulations relating to teacher education and certification have been sent to colleges immediately upon their adoption in mimeographed form.

At intervals the regulations have been published in Bulletins of this Department. In the past the regulations were accompanied by explanations.

This Bulletin contains the regulations as approved by the State Board of Education. In a small number of cases the editor of the Bulletin transmuted "semester hours" as adopted by the State Board of Education to "quarter hours". It is hoped that this Bulletin may be useful to those who receive it.

Yours very truly,

J. W. BROOKER

Superintendent Public Instruction

EXPLANATIONS

This Bulletin brings to you the "Codified Regulations" as they were adopted by the State Board of Education and as they have been amended from time to time since September 18, 1942. If any amendment supersedes an original regulation, the obsolete one has been omitted and the regulation which is operative is included. By this process, these regulations as they come to you are up-to-date and are effective at the present time.

Chapter 178 of the Acts of the 1942 General Assembly provided for the filing with the Secretary of State all regulations made by state agencies. In keeping with this Act of the Legislature all regulations of the State Department of Education including regulations of the Division of Teacher Education and Certification were codified and re-adopted by the State Board of Education, September 18, 1942. In codifying the regulations in this Division we have made an attempt to delete all obsolete regulations, and we have transmuted into quarter hours all previous curricula requirements which had been set up in semester hours and on the semester basis.

The letters SBE appearing on upper left hand side of each regulation were accepted by the Secretary of State as code letters for all regulations of the *State Board of Education*. Further, the regulations of the Division of Teacher Education and Certification carry the numerical numbers 11-30 since the numbers 1-10 cover regulations of other divisions of the State Department of Education. All certification and teacher education regulations will be referred to hereafter by the code SBE-11 to SBE-30 until additional regulations are incorporated. The letters KRS appearing before each regulation stand for "Kentucky Revised Statutes". The various sections of the Kentucky Revised Statutes referred to in these regulations may be found in the recent issue of the Kentucky Common School Laws, September Bulletin, Volume X, No. 7.

The section or sections of law of the Kentucky Revised Statutes which give the State Board of Education legal basis for its action on the particular point are listed in parentheses immediately under the title of the regulations. Every other section of law which has any bearing on the point is listed by KRS numbers on the extreme left.

R. E. JAGGERS

Director of Teacher Education and Certification

SBE-11 Re: FILING CURRICULA

(Adopted pursuant to KRS 161.030)

KRS 161.050 161.020
KRS 161.060 161.040
KRS 161.070
KRS 161.080

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 regulation 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 quarter 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 161.010, Kentucky Revised 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.

SBE-12 Re: ACCREDITED AND APPROVED COLLEGES

(Adopted pursuant to KRS 161.030, 161.010)

KRS 161.050

KRS 161.060

KRS 161.070

KRS 161.080

1. One hundred and one quarter hours constitute the maximum that can be accepted from a junior college. This 101 quarter hours shall include any work already completed in other institutions previous to the date of completion of work in the junior college.

2. Before a college may offer curricula for training teachers and administrators approved by the State Board of Education, it must be first fully accredited by one of the following accrediting agencies:

a. The Association of Colleges and Universities of the Southern States.

b. The American Association of Teachers Colleges.

c. The Kentucky Association of Colleges and Universities.

d. The University of Kentucky.

3. In addition to being fully accredited by one of these agencies the curricula of each college must be approved by the State Board of Education.

4. Curricula which may be offered in Senior Colleges.

a. Two year curricula for elementary teachers.

b. Four year curricula for elementary teachers.

c. Four year curricula for secondary teachers.

d. Four year curricula for administrators.

e. Graduate schools may offer curricula beyond four years.

5. Curricula which may be offered in Junior Colleges.

a. Two year curricula for elementary teachers.

6. The normal quarter load shall be considered as sixteen quarter hours but exceptionally strong students may take up to 21 quarter hours.

7. A year of graduate study shall require the completion of the requirements for a master's degree in a standard graduate school.

8. A college graduate shall be defined as a person who has been certified by the registrar of an accredited four-year college as having completed all the requirements for the baccalaureate degree in that institution. Such certification shall be accompanied by a statement that the degree will be conferred at the next commencement exercise and also a statement of the date upon which the degree will be conferred.

9. CURRICULA OFFERED IN FOUR-YEAR STATE COLLEGES

Name of College	Curricula Offered						
	Elem. Certificates			H. S. Cert.		Adm. & Super.	
	2 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.
Eastern Kentucky St. Tch. Richmond, Kentucky	x	x	x	x	x	x	x
Morehead State Teachers Morehead, Kentucky	x	x	x	x	x	x	x
Murray State Teachers Murray, Kentucky	x	x	x	x	x	x	x
University of Kentucky Lexington, Kentucky	x	x	x	x	x	x	x
Western Ky. State Tch. Bowling Green, Kentucky	x	x	x	x	x	x	x
Kentucky State College (c) Frankfort, Kentucky	x	x		x			

10. CURRICULA OFFERED IN FOUR-YEAR NON-STATE COLLEGES

Name of College	Curricula Offered						
	Elem. Certificates			H. S. Cert.		Adm. & Super.	
	2 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.
Asbury College Wilmore, Kentucky				X			
Berea College Berea, Kentucky	X	X		X		X	
Bowling Green Bus. Un. Bowling Green, Kentucky				X			
Centre College Danville, Kentucky		X		X			
Georgetown College Georgetown, Kentucky	X	X		X		X	
Kentucky Wesleyan Col. Winchester, Kentucky	X			X		X	
Nazareth College Louisville, Kentucky	X	X		X		X	
Transylvania College Lexington, Kentucky				X			
Union College Barbourville, Kentucky	X	X		X		X	
University of Louisville Louisville, Kentucky		X		X	X	X	
Ursuline College Louisville, Kentucky	X	X		X		X	
Villa Madonna Covington, Kentucky	X	X		X		X	
Louisville Municipal (c) Louisville, Kentucky		X		X			

**TWO YEAR CURRICULA FOR THE PREPARATION OF ELEMENTARY
TEACHERS OFFERED IN THE FOLLOWING JUNIOR COLLEGES**

Ashland Junior College
Campbellsville College
Caney Junior College
Cumberland College
Lindsey-Wilson Junior College
Mt. St. Joseph Junior College
Nazareth Junior College
Pikeville College
St. Catherine Junior College
Sue Bennett College

Ashland, Kentucky
Campbellsville, Kentucky
Pippapass, Kentucky
Williamsburg, Kentucky
Columbia, Kentucky
Maple Mount, Kentucky
Nazareth, Kentucky
Pikeville, Kentucky
St. Catherine, Kentucky
London, Kentucky

**SBE-13 Re: STANDARDS FOR TRAINING SCHOOLS
(Adopted pursuant to KRS 161.030)**

KRS 164.380

1. The school in which student teaching is done shall be organized according to the general pattern of the public schools and the pupils should be normal children of public school age, who should be classified within the limits of kindergarten to the twelfth grade, inclusive. The school may be on the campus of the teacher education institution with which it is connected, or may be urban, village, or rural school. The school building shall be sanitary, safe, and suited to the needs of pupils and to the training needs of prospective teachers. There shall be equipment, supplies, and library facilities usually found in a good school. Each classroom shall be under the direction of a qualified critic and the school shall be adequately supervised so that learning may take place effectively and economically.

2. In order to facilitate the use of off-campus student teaching facilities entire school systems may be approved for such work, jointly by the Director of Teacher Education and the college concerned.

3. Before a student is admitted to the training school to do supervised teaching he shall have met the following pre-requisites:

a. General requirements for all levels.

- (1) He shall have attained an average scholastic standing of not less than "C".
- (2) *He shall have been in residence in that college for at least one full semester, or two summer terms; provided that any variation from this regulation

* The Council has not taken formal action on residence requirements for student teaching since the quarter system was adopted. Action will likely be taken at an early date.

shall be only upon the approval of the State Director of Teacher Education and Certification, and provided that this regulation shall not apply to a person who is a graduate of a four-year standard college.

b. For the 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.
- (3) The completion of a minimum of 48 quarter hours of required courses in the two-year elementary curriculum.

c. For four year curricula.

- (1) The completion of two-thirds of the minimum requirements in the core curriculum 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 135 quarter hours of work.

4. When a college engaged in the education of teachers desires to try out new plans for conducting student teaching, it should be encouraged to do so, but significant variation from established regulations should be only upon approval in advance of the detailed plans by the Council on Public Higher Education and the State Board of Education.

SBE-14 Re: COMMISSIONS FOR CRITIC TEACHERS

(Adopted pursuant to KRS 161.030)

KRS 164.380

1. *Critic Teacher Defined.* 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.

2. A provisional commission for critic teaching in secondary grades, valid for four years may be issued to a person who is a graduate of a standard four-year college or university, has had two years experience as a secondary teacher, holds a certificate valid for teaching in the secondary grades, has a minimum of 36 quarter hours in the subject field in which critic teaching is to be done, four quarter hours in supervision at the secondary level, and has completed at least 18 quarter hours of standard graduate work, and provided that this regulation shall become effective on September 1, 1940; provided further, that after September 1, 1942, an applicant for the provisional commission shall present a total of 36 quarter hours of graduate work in addition to the other requirements; provided further, that after September 1, 1944, no commission for critic teaching in secondary grades may be issued to a person who, in addition to other requirements, does not hold a master's degree from a standard graduate school; provided that this commission and the provisional commission for critic teaching in secondary grades in force at the time this regulation becomes effective may be renewed every four years upon three years' experience as a critic teacher and a minimum of 18 quarter hours of standard graduate credit earned since issuance or its last renewal, as now provided, and provided that when a holder of this commission has completed the requirements for a master's degree he may be issued a standard commission for critic teaching.

3. A standard commission for critic teaching in secondary grades, valid for five years, may 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 has completed the requirements for a master's degree in a standard graduate school. This commission may be extended for life upon evidence that the holder has had three years' experience as a critic teacher during its life.

4. A provisional commission for critic teaching in elementary grades, valid for four years, may be issued to a person who is a graduate of a standard four-year college, holds an elementary certificate, has had four quarter hours in supervision, has had two years' experience as an elementary teacher and has had at least 18 quarter hours of standard graduate work and provided, that this regulation shall become effective September 1, 1940, and provided that after September 1, 1942, an applicant for the provisional commission for critic teaching shall present a total of 36 quarter hours of graduate work in addition to other requirements; provided further, that after September 1, 1944, no commission for critic teaching in elementary

grades may be issued to a person who does not hold a master's degree from a standard graduate school; provided further, that this commission and the provisional commission for critic teaching in elementary grades in force at the time this regulation becomes effective may be renewed every four years upon three years' experience as a critic teacher and a minimum of 18 quarter hours of standard graduate credit earned since issuance or last renewal as now provided, and provided that when the holder of this commission has completed the requirements for a master's degree he may be issued the standard commission for critic teaching.

5. The standard commission for critic teaching in elementary grades valid for five years may be issued to a person who has completed the requirements for a provisional commission for critic teaching in elementary grades and who has completed the requirements for a master's degree in a standard graduate school. This commission may be extended for life upon evidence that the holder has had three years' experience as a critic teacher during its life.

SBE-15 Re: GRADUATE STUDY

(Adopted pursuant to KRS 161.010, 161.030)

KRS 161.020 161.060
KRS 161.040 161.070
KRS 161.050 161.080

1. The graduate degree granted by the Teachers Colleges shall be a Professional degree which shall be known as Master of Arts in Education.

2. The prerequisite to admission to graduate study in education shall be the completion of the requirements of a four-year curriculum for the education of elementary and/or secondary teachers as prescribed by the Council on Public Higher Education.

3. The student shall have an average standing of 2.0 and no credit shall be granted for a grade below "C".

4. Graduate students may take upper division courses but at least 50 per cent of all course work must be in courses open to graduate students only.

5. A master's degree shall require 36 weeks of residence and the student shall be required to complete a minimum of 45 quarter hours, 36 of which shall be in regular course work, and write a thesis

in his major field; provided that at the option of an institution the thesis may be waived for the student completing 48 weeks of residence and a minimum of 54 quarter hours of credit.

6. A major shall require a minimum of 18 quarter hours of course work in Education in addition to a thesis in the major field. The thesis should show, among other things, the following characteristics: (a) ability of candidate to work independently on an approved problem; (b) a reasonably wide familiarity with the literature of the subject; (c) a practical working knowledge of research methods; (d) conclusions justified by supporting data.

7. The student's minor shall be determined by the institution in terms of the student's need, provided that the minor, or minors, shall be in upper division and/or graduate courses.

8. The student shall pass both an oral and written examination on his major and minor fields before a degree of Master of Arts in Education may be granted.

9. No correspondence or class extension work shall count toward the completion of the requirements for the master's degree.

10. Transferred credits shall not be used to reduce either the residence requirements or minimum number of quarter hours required; provided that this regulation shall not prevent any institution from recommending that a regularly enrolled graduate student be permitted to complete not to exceed 9 quarter hours in another institution of graduate grade.

11. Students holding what would ordinarily be considered a full-time position shall not be permitted to receive graduate credit for more than 9 quarter hours during any quarter.

12. In evaluating residence for part-time students 6-9 quarter hours of class work shall entitle the graduate student to 6 weeks of residence.

13. No student shall be permitted to complete more than one-half of his course work and/or residence requirements for the master's degree in education on a part-time basis.

SBE-16 Re: APPLICATIONS AND TRANSFER OF CREDITS

(Adopted pursuant to KRS 161.030, 156.160, 161.110)

KRS 161.020 161.060

KRS 161.040 161.070

KRS 161.050 161.080

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

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

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

4. *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.

5. *Time Limit for Renewals*—Any certificate for teaching or for holding an administrative position, which expires on June 30, of any year, may be renewed provided renewal requirements have been completed and filed with the Superintendent of Public Instruction before September 1, of the year in which the certificate expires; provided, further, that the certificate shall be renewed as of July 1, of the year in which it expires.

6. *Reciprocal Relations*—A certificate may be issued to a person educated in an accredited institution outside of Kentucky when he has completed a curriculum substantially equivalent to the curriculum required for the issuance of the certificate applied for, and has completed all general requirements for certificates in Kentucky.

7. *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.

8. *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.

9. *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.

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

11. *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.

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

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

SBE-17 Re: CERTIFICATION OF ELEMENTARY TEACHERS

(Adopted pursuant to KRS 161.030, 161.050, 161.060)

KRS 161.020

KRS 161.040

1. *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 :

<i>A. General and Special Preparation</i>	<i>Quarter Hours</i>
(1) English, including	
a. Oral and Written Composition.....	8
b. American or English Literature.....	4
c. Children's Literature.....	4
(2) Science, selected from	
Biology, Chemistry, General Science,	
Geology, Physics.....	8
(3) Social Science, including	
a. American History and Government	
or History of Civilization.....	8
b. Geography-Principles	4

(4) Teachers' Arithmetic.....	4
(5) Fine Arts	
a. Public School Art.....	3
b. Public School Music.....	3
(6) Health, Physical Education and Safety	6

B. <i>Professional Preparation</i>	<i>Quarter Hours</i>
(1) General or Educational Psychology.....	4
(2) Fundamentals of Elementary Education.....	6
(3) Supervised Student Teaching.....	4*
(4) Teaching Reading.....	4
(5) General Electives in Education.....	4
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C. General Electives	22

* See 2 below.

2. In the issuance of the Provisional Elementary Certificate, the requirements in Supervised Student Teaching may be waived for those who have had a minimum of three years' experience teaching in the elementary grades, provided the applicant has a total of 96 quarter hours of college credit and has met all other requirements for the certificate.

3. *The Provisional Elementary Certificate* may be renewed for three years after two years' teaching experience during the life of the certificate, or upon the presentation of one-half year (24 quarter hours), of additional standard college or university work earned during the life of the certificate; and it may be renewed every three years thereafter upon presentation of one-half year (24 quarter hours), of additional standard college or university work, earned since the last renewal provided that when this certificate is renewed upon 24 quarter hours of standard college or university training, such training shall be selected from the curriculum prescribed by the Council on Public Higher Education for the issuance of the Standard Elementary Certificate.

4. *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:

<i>A. General and Special Preparation</i>	<i>Quarter Hours</i>
(1) English, including	
a. Oral and Written Composition.....	8
b. American or English Literature.....	4
c. Children's Literature.....	4
d. Elective in English.....	4
(2) Science, selected from Biology, Chemistry, General Science, Geology, Physics.....	16
(3) Social Science, including	
a. American History and Government or History of Civilization.....	8
b. Principles of Sociology or Rural Economy	4
c. Geography-Principles	4
d. Elective in Geography	4
e. Elective in Social Science from History, Government, Economics, or Sociology.....	8
(4) Teachers' Arithmetic.....	4
(5) Fine Arts	
a. Public School Art.....	3
b. Elective in Art.....	3
c. Public School Music.....	3
d. Elective in Music.....	3
(6) Health, Physical Education and Safety	6
 <i>B. Professional Preparation</i>	
(1) General or Educational Psychology.....	4
(2) Fundamentals of Elementary Education.....	6
(3) Supervised Student Teaching.....	8
(4) Educational Measurements.....	3
(5) Child Psychology.....	4
(6) Teaching Reading.....	4
(7) Elective in Elementary Education.....	4
(8) General Electives in Education.....	8

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<i>C. General Electives</i>	65
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D. Completion of Baccalaureate Degree

5. *The Standard Elementary Certificate* may be renewed or re-issued every four years after three years' teaching experience during

the life of the certificate or upon one-half year of standard college or university work of graduate grade since last renewal. If the holder fails to teach the three years required for renewal or reissuance, this certificate may be renewed or reissued upon 6 quarter hours of standard college or university work of graduate grade for each year he fails to teach upon the certificate. It may be extended for life when the holder has had three years' teaching experience during the life of the certificate and has completed requirements for a Master's degree in a standard graduate school.

6. The Standard Elementary Certificate, based upon four years of college should be valid in grades one to eight regardless of the school organization.

SBE-18 Re: CERTIFICATION OF ATTENDANCE OFFICERS

(Adopted pursuant to KRS 161.030, 161.090)

KRS 156.140 161.020

KRS 159.100 161.040

1. *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.

2. *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 training of teachers, which curriculum shall include four quarter hours in pupil accounting, or (b) completes a two-year standard college curriculum which shall include 18 quarter hours in education courses with 4 quarter hours in pupil personnel. This certificate may be reissued every three years upon three years' experience as attendance officer, or 24 quarter hours of standard college training.

SBE-19 Re: CERTIFICATION OF SECONDARY TEACHERS

(Adopted pursuant to KRS 161.030, 161.050, 161.070)

KRS 161.020

KRS 161.040

1. *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. *Minimum General or Core Requirements*

Each candidate must present 16 quarter hours of English. In addition to this a total of 40 quarter hours must be selected from the following fields:

Fine Arts	Philosophy and Psychology
Foreign Language	Science
Health, Physical Education and Safety	Social Science
Mathematics	Vocational Fields

with no candidate presenting fewer than three or more than four fields, and in no field may he offer fewer than 8 quarter hours; and in no instance may the selection of the general education courses include the fields which he chooses as his majors or minors, except that he may major or minor in English. This regulation applies to those who begin their college preparation for teaching after September 1, 1942.

B. *Teaching Fields*

1. Two majors—36 quarter hours each, or
2. One major and two minors—36-24-24, or
3. An area of concentration—72 quarter hours

Teaching fields must be selected from those in the public school curriculum prescribed by the State Board of Education

C. *Professional Preparation*

	<i>Quarter Hours</i>
1. Psychology or Educational Psychology	4
2. Secondary Education	8
3. Supervised Student Teaching	8
4. Elective in Education	7

D. *Completion of Baccalaureate Degree*

2. In the issuance of the *Provisional High School Certificate*, the requirement in Supervised Student Teaching may be waived for the person who has had a minimum of three years' experience in secondary grades and who has met all other requirements for such certificate.

3. The high school certificate should be valid in grades seven and eight, in any organization, if these grades are departmentalized.

4. 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 Vocational 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:

	<i>Quarter Hours</i>
a. Supervised Student Teaching	8
b. Psychology or Educational Psychology	4
c. Elective in Secondary Education	7

5. 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 or music education and the requirements set by the Council on Public Higher Education and approved by the State Board of Education, as follows:

	<i>Quarter Hours</i>
a. Supervised Student Teaching	8
(at least 4 quarter hours in student teaching shall be done in secondary schools)	
b. Psychology or Educational Psychology	4
c. Elective in Secondary Education	8
d. Elective in Education	7

6. *The Provisional High School Certificate*, valid for four years for teaching only in the field of Commerce (Business Education) in high school, shall be issued to a person who meets the requirements

of law and the general regulations of the State Board of Education, and files a transcript of standard college credits showing that he has received the Baccalaureate degree and has completed the following curriculum :

- a. The core curriculum now prescribed for the issuance of the Provisional High School Certificate
- b. The completion of a minimum of 72 quarter hours in Commerce (Business Education) as follows:

	<i>Quarter Hours</i>
(1) Accounting	12
(2) Secretarial Practice	20
(3) General Business	32
(4) Business Education (Methods and Materials) ..	6

- c. The completion of 27 quarter hours in Education as follows:

	<i>Quarter Hours</i>
(1) Psychology or Educational Psychology	4
(2) Secondary Education	8
(3) Supervised Teaching	8
(4) Elective in Education	7

Total Required Quarter Hours—180 to 192 plus degree

7. *The Provisional High School Certificate* may be renewed every four years after three years' teaching experience, or upon presentation of one-half year of standard college or university work of graduate grade, earned since issuance or last renewal of the certificate. If the holder fails to teach the three years required for renewal or reissuance, the certificate may be renewed or reissued upon 6 quarter hours of standard college or university work of graduate grade for each year he fails to teach upon the certificate.

8. *Majors and Minors and Areas of Concentration in Quarter Hours*

All areas of concentration shall require 72 quarter hours.

- a. All majors require 36 quarter hours except English which requires 44 quarter hours.
- b. All minors require 24 quarter hours.
- c. Major in English requires 44 quarter hours of which 32 shall be in English Composition, English and American Literature and the remaining 12 may be in the fields of Speech, Dramatics, and Journalism.

- d. A minor in English shall include 16 quarter hours in English Composition, English Literature, and American Literature.
- e. A minor in History and Political Science shall include 16 quarter hours in History with 8 of the 16 in American History.
- f. *Areas of Concentration*
 - (1) A teaching area in Social Science shall consist of a minimum of 72 quarter hours distributed as follows: 28 quarter hours in History, including 8 quarter hours in American History and 8 quarter hours in European History; and a minimum of 8 quarter hours each, in the following subjects, namely: Political Science, Economics, Sociology, and Geography. The other 12 quarter hours in this field shall be elective from Social Sciences.
 - (2) A teaching area in Sciences shall consist of a minimum of 72 quarter hours in the Sciences, 32 of which shall be in one of the following: Biology, Chemistry, Physics, and a minimum of 12 quarter hours in each of the other two of these fields (Biology, Chemistry, Physics), 4 quarter hours in Geology, and the remaining 12 quarter hours shall be selected from the sciences.
 - (3) A teaching area in English shall consist of 72 quarter hours, at least 44 quarter hours of which shall be in the fields of Grammar and Composition, English Literature and American Literature; the remaining 28 quarter hours may be distributed among the following fields—Speech, Dramatics, and Journalism.
 - (4) Agriculture area requires completion of the Vocational Agriculture curriculum.
 - (5) Home Economics area requires completion of the Vocational Home Economics curriculum.
 - (6) Business Education area, 72 quarter hours.
 - (7) Industrial area, 72 quarter hours.
 - (8) Art area, 72 quarter hours.
 - (9) Music area, 72 quarter hours.

(10) Health and Physical Education area, 72 quarter hours.

(11) Any person presenting a teaching area may qualify to teach an additional subject by presenting 16 quarter hours in that subject. The addition of 16 quarter hours to the face of any certificate to take place only in case where the applicant has fulfilled the requirements in general education.

g. *Subject-fields* in which *majors* with a minimum of 36 quarter hours each may be chosen by applicants for High School Certificates:

Agriculture	Home Economics
Art	Industrial Arts
Biology	Latin
Chemistry	Library Science
Commerce	Mathematics
Economics and Sociology	Music
French	Physical Education
Geography and Geology	Physics
German	Political Science
History	Spanish

h. *Subject-fields* in which *minors* with a minimum of 24 quarter hours each may be chosen by applicants for High School Certificates:

Agriculture	Economics and	Home Economics
Art	Sociology	Industrial Arts
Biology	English	Journalism
Chemistry	Latin	Mathematics
French	Library Science	Music
Geography and Geology		Physical Education
Geology	German	Physics
Commerce	History	Political Science
Dramatics	History and Polit-	Spanish
	ical Science	Speech

9. *Special Fields*

Teachers of Art, Music and Physical Education

a. A person, who completes the requirements for the provisional high school certificate and completes an area of

concentration in Art as prescribed by the Council on Public Higher Education and approved by the State Board of Education may have the certificate validated for teaching Art in the elementary and secondary grades if he completes the following courses, or their equivalents as approved by the Council on Public Higher Education and the State Board of Education :

	<i>Quarter Hours</i>
General Psychology	4
Educational Psychology	4
Elementary Education	4
Secondary Education	4
School Organization	4
Directed Teaching in Art	8

and a course in Art emphasizing materials and procedures in the elementary grades, and a course in Art emphasizing materials and procedures in secondary grades.

- b. A person who completes the requirements for a provisional high school certificate and completes the requirements for a baccalaureate degree in Music, or Music Education, or completes an area of concentration in Music as prescribed by the Council on Public Higher Education and approved by the State Board of Education, may have the certificate validated for teaching Music in the elementary and secondary grades, if he completes the following courses or their equivalent as approved by the Council on Public Higher Education and the State Board of Education :

	<i>Quarter Hours</i>
General Psychology	4
Educational Psychology	4
Elementary Education	4
Secondary Education	4
School Organization	4
Directed Teaching in Music	8

and a course in Music, emphasizing materials and procedures in Music in the elementary grades, and a course in Music emphasizing materials and procedures in the secondary grades.

- c. A person who completes the requirements for the provisional high school certificate and completes an area of concentration in Physical Education as prescribed by the Council on Public Higher Education and approved by the State Board of Education, may have the certificate validated for teaching Physical Education in both elementary and secondary grades if he completes the following courses or their equivalent as approved by the Council on Public Higher Education and the State Board of Education:

	<i>Quarter Hours</i>
General Psychology	4
Educational Psychology	4
Elementary Education	4
Secondary Education	4
School Organization	4
Directed Teaching in Physical Education	8

and a course in Physical Education emphasizing materials and procedures in the elementary grades, and a course emphasizing materials and procedures in the secondary grades.

- d. Other special curricula shall be transmuted to quarter hours on the same basis.

*10. *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.

*11. *The Standard High School Certificate* may be extended for life upon three years' teaching experience during the life of the certificate. If the holder fails to meet the requirements for life extension before the certificate expires, the certificate may be re-issued or renewed for five years upon two years' teaching experience during the life of the certificate, or upon 6 semester hours of additional work of graduate grade for each of the two years he failed to teach upon the certificate.

* These regulations relating to the Standard High School Certificate were omitted through error in the codified regulations. They are included here without alteration.

**SBE-20 Re: CERTIFICATION OF ADMINISTRATORS
AND SUPERVISORS**

(Adopted pursuant to KRS 161.030, 161.050, 161.080)

KRS 161.020

KRS 161.040

KRS 161.350

1. 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:

	<i>Quarter Hours</i>
a. Courses in Administration and Supervision.....	12
b. Courses in Elementary Education	8
c. Courses in Secondary Education	8

2. The requirements in Administration and Supervision for the issuance of the Provisional Certificate in Administration and Supervision are amended to read as follows:

	<i>Quarter Hours</i>
a. General Administration and Supervision	4
b. Administration and Supervision of the Secondary Schools	4
c. Administration and Supervision of the Elementary Schools	4

3. *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.

4. *The Provisional Certificate in Administration and Supervision* may be renewed after four years upon three years' teaching experience during the life of the certificate, or upon presentation of

one-half year of standard college or university work of graduate grade earned since issuance or last renewal. If the holder fails to have the three years' experience during the life of the certificate, the certificate may be reissued or renewed upon 9 quarter hours of standard college or university work of graduate grade for each year of experience he fails to obtain.

5. *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.

6. *The Standard Certificate in Administration and Supervision* may be extended for life upon presentation of evidence that the holder has had three years' successful experience in Administration and Supervision during the life of the certificate. If the holder fails to present the required experience for life extension before the certificate expires, the certificate may be reissued or renewed for five years upon two years' experience during the life of the certificate, or upon 6 quarter hours of additional college or university work of graduate grade for each of the two years' experience he fails to obtain.

SBE-21 Re: CERTIFICATION OF SCHOOL LIBRARIANS

(Adopted pursuant to KRS 161.030)

KRS 161.020

KRS 161.040

1. *The Provisional Certificate for Full-Time Librarians*, valid for four years for holding the position of full-time librarian in any public school may be issued to a graduate of a four-year standard college who meets the requirements of law and general regulations of the State Board of Education and who completes the curriculum prescribed by the Council on Public Higher Education and approved by the State Board of Education as follows:

- a. The completion of a major in library science and an additional major or two minors.
- b. The completion of the core requirements as prescribed for the issuance of the Provisional High School Certificate.

- c. The completion of the required courses in teaching the use of the library, library practice, and field work; and 18 quarter hours in Education, including psychology or educational psychology, 4 quarter hours, elective in general elementary education, 4 quarter hours, and elective in general secondary education, 4 quarter hours.

2. *A Standard Certificate for School Librarians*, valid for five (5) years for holding the position of librarian in any public school may be issued to a person who has met the requirements for a provisional certificate for school librarians and who in addition thereto has completed the requirements for a master's degree, or a bachelor's degree in library science above the regular baccalaureate degree. This certificate may be extended for life upon three years of experience as a full-time librarian during the life of the certificate.

3. *A Provisional Certificate for School Librarians*, valid for four years, for holding the position of librarian in any public school may be issued to a person who is employed as a full-time school librarian at the time that this regulation goes into effect and who at that time meets the standards of the Commission on Secondary Schools of the Southern Association of Colleges and Secondary Schools for full-time school librarians, and the standards of the State Board of Education for full-time school librarians. This certificate may be renewed for four years upon three years' experience as a full-time school librarian during the life of the certificate.

4. *Curriculum for the Issuance of the Provisional Certificate for Full-Time School Librarians*

- a. The completion of a major in Library Science, and an additional major of 36 quarter hours or two additional minors of 24 quarter hours each.

The completion of the core curriculum as follows:

Each candidate must present 16 quarter hours of English. In addition to this a total of 40 quarter hours must be selected from the following fields:

Fine Arts	Philosophy and Psychology
Foreign Language	Science
Health, Physical Education and Safety	Social Science
Mathematics	Vocational Fields

with no candidate presenting fewer than three or more than four fields, and in no field may he offer fewer than 8 quarter hours; and in no instance may the selection of the general education courses include the fields which he chooses as his majors or minors, except that he may major or minor in English. This regulation applies to those who begin their college preparation for teaching after September 1, 1942.

b. Completion of professional courses as follows:

- (1) Required courses in the use of the library, library practice and field work
- (2) Eighteen quarter hours in Education as follows:

	<i>Quarter Hours</i>
Psychology or Educational Psychology	4
Elective in Elementary Education	4
Elective in Secondary Education	4
Free Elective in Education	7

SBE-22 Re: CERTIFICATES FOR TRADES AND INDUSTRIES
(Adopted pursuant to KRS 161.030, 156.070)

KRS 161.020
 KRS 161.040

1. A shop teacher, related subjects teacher, or coordinator, may be issued a permit, valid for one year, for teaching the subject stated on the permit, when he has completed the general requirements.

2. *General Requirements*

- a. The applicant shall have an academic education equivalent to four years of high school.
- b. The applicant shall have at least three full years' experience as an actual journeyman workman in the trade and industrial pursuit to be taught.
- c. The applicant must be employed as a teacher in a program of trade and industrial education sponsored by the public school system in accordance with the State Plan for Vocational Education.
- d. Each application must have the written approval of the State Director of Vocational Education.

- e. The application for renewal of any permit or certificate shall be accompanied by an official transcript which shows that the applicant has fulfilled the requirements for such renewal as set out in the State Plans for Vocational Education, including the requirements of the Division of Trade and Industrial Education.
- f. A trade teacher, in the meaning of these regulations, is a person employed to teach full-time or part-time shop work in his trade to industrial workers and to prospective industrial workers.

3. *Renewal of Permits*

The permit may be renewed annually for four consecutive times when the holder has completed the requirements as follows:

A holder of a permit for teaching shop subjects, based upon training below college graduation, must complete 36 quarter hours selected from courses specified below, during the first four years, during no year of which shall the applicant complete less than 8 quarter hours.

*Required Courses**

- Education 71a—Trade Analysis and Course Planning¹
- Education 71b—Trade Analysis and Course Planning²
- Education 77 —Shop Management Problems
- Education 70 —Industrial Education
- Education 81 —Analysis of Learning Difficulties in Industrial Education
- Education 183—Methods in Industrial Education
- Education 171—Vocational Education

Optional Courses

- Education 143—Modern Industrial Analysis
- Education 108—Coordination Technique in Industrial Education
- Education 79—Determining Related Subjects Contest
- Education 80—Principles of Industrial Education
- Education 73—Teaching Related Subjects
- Education 78—The Conference Method of Instruction in Industrial Education
- Education 123—Vocational Guidance
- Education 170—Part-time General Continuation Classes

* Numbers from University of Kentucky Catalogue.

¹ Not required of coordinators.

² Not required of related subjects teachers.

4. A holder of a permit for teaching shop subjects, who is a college graduate, must have completed prior to the issuance of a permit or during the first three years after receiving a permit, 22 quarter hours selected from courses specified below, and in no year shall the applicant complete less than 8 quarter hours of work.

Required Courses

- Education 71a—Trade Analysis and Course Planning¹
- Education 71b—Trade Analysis and Course Planning²
- Education 77 —Shop Management Problems
- Education 183—Methods in Industrial Education
- Education 80 —Principles of Industrial Education
- Education 171—Vocational Education

5. A holder of a permit for teaching related subjects or serving as coordinator must complete 36 quarter hours selected from the courses specified below, during the first four years, during no year of which shall the applicant complete less than 8 quarter hours.

*Required Courses**

- Education 71a—Trade Analysis and Course Planning¹
- Education 79 —Determining Related Subjects Content
- Education 73 —Teaching Related Subjects
- Education 70 —Industrial Education
- Education 183—Methods in Industrial Education¹
- Education 81 —Analysis of Learning Difficulties in Industrial Education
- Education 171—Vocational Education
- Education 108—Coordination Techniques in Industrial Education²

*Optional Courses**

- Education 143—Modern Industrial Analysis
- Education 108—Coordination Techniques in Industrial Education
- Education 80—Principles of Industrial Education
- Education 78—The Conference Method of Instruction in Industrial Education
- Education 123—Vocational Guidance
- Education 170—Part-Time General Continuation Classes

* Numbers from University of Kentucky Catalogue.

¹ Not required of coordinators.

² Not required of related subjects teachers.

6. A holder of a permit for teaching related subjects or serving as coordinator, who is a college graduate, must have completed, prior to the issuance of a permit or during the first three years after receiving a permit, 22 quarter hours selected from the courses specified below, and in no year shall the applicant complete less than 8 quarter hours of work.

*Required Courses**

- Education 71a—Trade Analysis and Course Planning
- Education 79 —Determining Related Subjects Content¹
- Education 108—Coordination Techniques in Industrial Education²
- Education 73—Teaching Related Subjects
- Education 183—Methods in Industrial Education
- Education 143—Modern Industrial Analysis
- Education 171—Vocational Education

7. When a shop teacher, related subjects teacher, or coordinator, has held a permit for four consecutive years, has completed 36 quarter hours, if an under-graduate and 22 quarter hours if a graduate in Trade and Industrial Education, and has had four years teaching experience, he may be issued a permit for four years, which permit may be renewed every four years upon three years' teaching experience or one-half year of additional college work.

8. *Special Teachers of Part-Time and Evening Schools*

A permit for part-time and evening schools may be issued upon recommendation of the State Director of Vocational Education, the permit to be valid for one year and reissued upon recommendation of the State Director of Vocational Education.

9. *Renewal of Special Certificates for Trades and Industries*

The special certificate for teaching trades and industries, issued to industrial arts teachers and teachers of trades prior to September 1, 1935, and valid for two years, may be renewed every two years upon nine quarter hours of standard college work (or upon one-half year of high school work, provided the holder is not a high school graduate).

A teacher of industrial arts, as used in this regulation, means a teacher employed in the public school to teach industrial arts and trades to full time regularly enrolled students in junior high schools

* Numbers from University of Kentucky Catalogue.

¹ Not required of coordinators.

² Not required of related subjects teachers.

and/or senior high schools, which schools do not meet the requirements of the state plans for trades and industrial education, or distributive education.

SBE-23 Re: CERTIFICATES FOR TEACHERS OF DEAF CHILDREN

(Adopted pursuant to KRS 161.030)

KRS 161.020

KRS 161.040

KRS 161.010

1. *Provisional Certificates for Teachers of Deaf Children*

A provisional certificate for teaching the deaf, valid for three years, may be issued to a person who meets the general requirements of law and general regulations of the State Board of Education, and files transcript of standard college credits showing the completion of the following curriculum:

	<i>Quarter Hours</i>
a. Education	
(1) Psychology—General, Educational, or of the Deaf	4
(2) Principles of Teaching the Deaf	4
(3) Principles and Pedagogy of Lip Reading	3
(4) Phonetics	8
(5) Practice Teaching or Clinic Practice—Oral Methods	8
(6) Electives	9
Total.....	36
b. English	
(1) Oral and Written Composition	8
(2) English for the Deaf	4
(3) Electives (Children's Literature, etc.)	4
Total.....	16
c. Science	
(1) Anatomy and Physiology of Speech and Hearing	6
(2) Pathology of Speech and Hearing	6
(3) Physics of Sound or Elective	3
Total.....	15

d. Social Science	
(1) American History or Government	4
(2) Principles of Sociology or Elective	4
	8
Total.....	8
e. Mathematics (Teachers' Arithmetic or Mathematics for Deaf Children)	4
f. Health or Physical Education	6
g. Electives (subject matter)	11
	21
Total.....	21
	96
Total.....	96

i. This certificate may be renewed for three years after two years' teaching experience during the life of the certificate, or upon presentation of one-half year (24 quarter hours) of additional standard college work earned during the life of the certificate; and it may be renewed every three years thereafter upon presentation of one-half year (24 quarter hours) of additional standard college work earned since the last renewal, provided that when this certificate is renewed upon 24 quarter hours of standard college work, such training shall be selected from the curriculum prescribed for the issuance of the standard certificate for teaching the deaf.

2. A standard certificate for teaching the deaf, valid for four years, may 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	<i>Quarter Hours</i>
(1) Psychology (Child, General, or Abnormal, or a combination of any two)	8
(2) Psychology of the Deaf	4
(3) Tests and Measurements	4
(4) Principles of Teaching the Deaf	4
(5) Principles and Pedagogy of Lip Reading	3
(6) Principles of Teaching Corrective Speech.....	4
(7) Phonetics	8

	<i>Quarter Hours</i>
(8) Practice Teaching or Clinic Practice (Oral Methods)	8
(9) Electives (At least 8 in special field)	20
Total.....	63
 b. English	
(1) Oral and Written Composition	8
(2) English for the Deaf	4
(3) Electives	10
Total.....	22
 c. Science	
(1) Biology, Chemistry, General Science, Zoology or Physics	15
(2) Anatomy and Physiology of Speech and Hearing	6
(3) Pathology of Speech and Hearing	6
(4) Physics of Sound	3
Total.....	30
 d. Social Science	
(1) Principles of Sociology or Economics	8
(2) American History or Government	4
Total.....	12
 e. Mathematics—Teachers' Arithmetic or Mathematics for Deaf Children.....	
f. Art—Public School, Industrial or Practical	3
g. Public School Music, or Rhythm for the Deaf	3
h. Health or Physical Education	6
i. Electives from subject matter fields	37
Total.....	53
Total.....	180
	plus degree

j. This certificate may be renewed every four years after three years' teaching experience during the life of the certificate, or upon one-half year of standard college work of graduate grade since issue

or last renewal, and it may be extended for life when the holder has had three years' teaching experience upon the certificate during its life and has completed the requirements for a Master's degree in a standard graduate school.

SBE-24 Re: EMERGENCY CERTIFICATES AND MEASURES

(Adopted pursuant to KRS 161.100, 161.030, 156.070)

KRS 161.020

KRS 161.040

1. *An Emergency Certificate* may be issued to a person under the following conditions:

- a. The employing 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.

2. Due to an acute shortage of qualified teachers SBE-24, Item 2, is repealed and the following policy for issuing emergency certificates for the school year 1943-44 is hereby adopted:

- a. *Elementary Positions*—The minimum qualifications for the holder of an elementary position shall be high school graduation plus 8 quarter hours of standard college training. Persons who taught successfully on emergency certificates in the elementary grades during the 1942-43 school year may have such certificate reinstated regardless of the amount of training or experience upon application properly certified by the local superintendent and local board of education.
- b. *High School Positions*—The minimum qualifications for the holder of an emergency high school certificate shall be the completion of 120 semester hours of standard college credit except in highly specialized fields such as Music, Industrial Art, and Commerce. In such specialized fields, emergency certificates may be issued upon proper application by the local superintendent and local board of education provided same are approved by the Superintendent of Public Instruction.

3. Experience in the armed forces of the United States subsequent to July 1, 1940, may be substituted for teaching experience in the renewal of any certificate which may be renewed upon teaching experience, provided the applicant holds a valid certificate at the time he entered the armed forces of the United States.

4. If the holder of a valid certificate enters the armed forces of the United States after July 1, 1940, the certificate in force at the time the holder enters the armed forces of the United States shall continue in force after the holder has been discharged from the armed forces for the same period of time for which it was valid at the time he entered the armed forces of the United States.

5. Any certificate whose holder has one or more years of standard college training and which certificate expired on or after June 30, 1938, may be reinstated annually for one year by the Superintendent of Public Instruction, provided that this regulation shall expire on June 30 of the school year in which the war closes, unless repealed before that date.

6. Any certificate whose holder has one or more years of standard college training and which certificate expired before June 30, 1938, may be reinstated for one year by the Superintendent of Public Instruction upon one year of experience or a minimum of 9 quarter hours of college credit, provided that this regulation shall expire on June 30 of the school year in which the war closes unless repealed before that date.

7. The Certificate for Teaching Trades and Industries will be renewed upon expiration for the regular renewal period upon legal evidence that the holder has taught each year since its last renewal, provided that this regulation shall expire on June 30 of the school year in which the war closes unless repealed before that date.

8. The Superintendent of Public Instruction is hereby authorized to grant a permit to a superintendent of a local school system to transfer a teacher holding a legal certificate from the elementary grades to the secondary grades, or from secondary grades to elementary grades for a period of one year, provided an emergency exists.

9. Colleges shall be permitted to offer one quarter of off-campus work for undergraduates and graduate students with a maximum of 16 quarter hours of credit, such courses to deal directly with the solution of problems of the teacher on the job. One quarter of such work may be accepted in transfer at both undergraduate and graduate levels.

10. When a college, which has been approved for the education of teachers shall satisfy the State Board of Education that it is impossible to secure a qualified critic teacher for the campus or affiliated training school, the State Board of Education may, on approval of the Superintendent of Public Instruction, issue Emergency Commissions for Critic Teaching, provided that such emergency commission shall be issued for one year only, that the applicant shall hold a legal certificate based upon the completion of a four-year curriculum, that the application for permit shall be recommended by the Director of Teacher Training and Certification, and that applicants for Emergency Commissions for Critic Teaching in Vocational Agriculture and in Home Economics shall also be recommended by the Director of Vocational Education.

11. *A permit for teaching music*—A permit for teaching music, valid for one year for teaching music in the public schools, may be issued to an employed certificated teacher who has completed the requirements for a bachelor's degree with a minimum of 18 semester hours in public school music, provided the application for such permit is signed by the superintendent of the administrative unit in which the applicant is employed.

12. A permit for teaching art or music or physical education in the elementary and/or secondary grades valid for one year may be issued to an employed certificated teacher who has completed the requirements for a baccalaureate degree with a major in the field for which the permit is requested, provided the application for such permit is signed by the superintendent of the district in which the applicant is employed.

13. Any unexpired local elementary certificate may be extended one year annually upon one year of teaching experience during its life, provided that this regulation shall expire on June 30 of the school year in which the war closes unless repealed before that date.

14. For the duration of the war no restriction will be made in the amount of extension and residence credit in off-campus classes for undergraduates in the issuance and renewal of certificates. This regulation will expire on June 30 of the school year in which the war closes.

SBE-25 Re: CORRESPONDENCE AND EXTENSION

(Adopted pursuant to KRS 161.030, 166.120)

KRS 161.020

KRS 161.040

1. A college desiring to offer extension work for credit toward the issuance and/or renewal of certificates shall submit its application for the approval of such work to the State Board of Education upon forms approved by the State Board of Education and shall furnish such information as necessary as a basis of such approval. No institution shall offer courses for credit to be used in issuing or extending certificates until the extension program of such institution has been approved.

2. Residence credit shall be credit earned on the campus in regularly scheduled classes of an accredited institution of higher learning.

3. Extension credit may be accepted in the issuance of certificates only from standard four-year colleges which are members of the Association of Colleges and Universities of the Southern States, or the American Association of Teachers Colleges or other regional accrediting associations.

4. Credit for the issuance and renewal of certificates earned in an extension class shall be valid only when the class is taught by a regular resident-member of the college faculty who teaches in his major field of preparation for college teaching.

5. Extension work shall be counted as a part of the regular teaching load of resident faculty members.

6. The admission requirements and enrollment technique for students taking extension work must be the same as for regular students in residence.

7. Students will be admitted to extension courses who satisfy all prerequisites for those courses in exactly the same manner as in residence.

8. Where courses are required for a degree, not more than one-half of the work of any department can be done by extension.

9. The library facilities for any course offered by extension must be approved by the head of the department offering the credit. A written copy of the library regulations must be kept on file in the institution.

10. Credit shall not be given for a four quarter-hour course completed by correspondence in less than five weeks; for a three quarter-hour course completed in less than four weeks; or a two quarter-hour course completed in less than two weeks.

11. A minimum of 75 per cent of the credit required for a degree or certificate must be earned in residence in an accredited college.

12. Examination for correspondence work shall be conducted in the following manner:

- a. In all cases where practicable, examinations shall be given on the campus of the institution giving the work.
- b. In cases where it is impracticable to comply with the regulation "a" above, examinations shall be given on the campus of a college belonging to a standard regional association and under the direction of the dean, registrar, or director of extension of the institution where the examination is given.
- c. In cases where it is impracticable to comply with the regulations "a" and "b", an examination may be administered by a county or city superintendent or the principal of an accredited high school under careful institutional regulations.

13. The minimum tuition for extension courses shall be \$3.50 per credit hour.

14. Extension practices of all institutions, in so far as they affect students, shall be as uniform as practicable. To that end, directors should seek to discover and adopt the best practices for conducting extension teaching, both class and correspondence.

15. Students shall not be allowed to receive more than 4 quarter hours per quarter, or 12 quarter hours within the calendar year by extension.

16. Students in residence shall not be permitted to do extension work without permission of their dean.

17. 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 be in residence.

18. Extension credit in the renewal of certificates, 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 a certificate shall be earned in residence.

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

SBE-26 Re: TEACHING EXPERIENCE

(Adopted pursuant to KRS 161.030)

KRS 161.020

KRS 161.040

1. If a teacher holds a certificate which may be renewed upon the basis of teaching experience, such experience as a substitute teacher may be counted toward the renewal of a certificate when the holder of a certificate is under written contract with the board of education as a substitute teacher, holds a valid certificate, is paid by the board of education and does actual substitute teaching during the school year; provided that such experience shall not be counted toward extending the certificate for life unless the holder actually teaches more than half the term in each school year submitted for the purpose of renewing the certificate.

2. The Superintendent of Public Instruction shall approve the types of experience which may be accepted under the law and regulations of the State Board of Education in renewing certificates.

SBE-27 Re: QUALIFICATION OF BOARD MEMBERS

(Adopted pursuant to KRS 161.180)

KRS 160.160

1. "WHEREAS, Section 160.180, Kentucky Revised Statutes, provides for an examination for eligibility to membership on boards of education, and

2. "WHEREAS, this section provides that examination be held under such rules and regulations as may be adopted by the State Board of Education,

3. "THEREFORE, BE IT RESOLVED, (a) That said examination shall be held in the office of the Superintendent of Public

Instruction at such time or times as in the judgment of the Superintendent of Public Instruction it should be held, (b) That the questions for such examination shall consist of a standard test to be selected by the Superintendent of Public Instruction.

**SBE-28 Re: RESTORING TO UNIVERSITY OF KENTUCKY
AUTHORITY TO OFFER ELEMENTARY CURRICULA
AT THE TWO-YEAR LEVEL**

(Adopted pursuant to KRS 161.030)

KRS 161.050

KRS 161.060

1. That the University of Kentucky be authorized by the Council on Public Higher Education to re-establish its work for elementary teachers on the two year level.

2. That it be permitted to enroll students in the College of Education in the freshman and sophomore years.

3. That it be permitted to offer work of a professional nature beginning with the freshman year.

SBE-29 Re: VALIDATING CITY CERTIFICATES

(Adopted pursuant to KRS 161.020, 161.030)

KRS 161.020

KRS 161.040

A certificate issued by a city board of education which certificate has continued in force by having been validated by the Superintendent of Public Instruction and which certificate was in force on June 30, 1938, may be re-validated for a period of two years by the Superintendent of Public Instruction upon presentation of a minimum of nine quarter hours of standard college work earned since the certificate was last validated and before September 1 of the year in which the last validation expires.