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Commonwealth of Kentucky
EDUCATIONAL BULLETIN

**REVISING THE TEACHER EDUCATION
AND CERTIFICATION PROGRAM**

(Certification Laws and Regulations)



(Revision of February 1948 Bulletin)

Published by
DEPARTMENT OF EDUCATION
BOSWELL B. HODGKIN
Superintendent of Public Instruction

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FOREWORD

The Council on Public Higher Education and the State Department of Education in 1947 revised the program of Certification with a sincere desire to improve the quality of teacher education. The new program represents an approach to the improvement of the quality of instruction in the classrooms of elementary and secondary schools.

This bulletin contains certification regulations adopted by the State Board of Education within the framework of the certification laws and in accordance with the certification program which became effective September 1, 1950. This bulletin is a revision of the February, 1948 bulletin. It contains all certification regulations brought up to date. They are presented as guides to teacher education institutions in the training of teachers and as a basis for the certification of teachers who desire to become legally qualified to teach in the public schools of the Commonwealth.

In this revised edition your special attention is called to the acts of the 1950 Legislature on page 1004 and 1005. These carry significant implications for progress in the state program of elementary and secondary schools through the avenue of teacher education and certification.

BOSWELL B. HODGKIN

Superintendent of Public Instruction

November 13, 1950

INTRODUCTION

The Cooperative Study in teacher education, sponsored by the State Board of Education, the Council on Public Higher Education, and the General Education Board, covered the four-year period 1943-47. The study had a two-fold purpose: (1) to determine if the quality of living in a community could be improved through a school program which is related to everyday problems of living and (2) to develop the kind of teacher education programs necessary to prepare teachers to teach in schools of this type. Seven colleges, six county school systems, and two individual schools in the seventh county were pilot colleges and schools in the development of this study. The Cooperative Study moved toward revising and improving the teacher education and certification program step by step. Much work was done on the following problems:

1. Determining the characteristics of a good school
2. Suggesting the characteristics of a teacher of a good school
3. Suggesting the needed emphasis in teacher education which will tend to develop the kind of teacher needed for a good school
4. Suggesting changes in the curriculums for teacher education and certification

This study was directed by Dr. R. E. Jagers, who served as Director of the Division of Teacher Education and Certification until September 19, 1947. The following excerpt from Teacher Education Circular No. 72, prepared by Dr. Jagers, is significant in showing the process used in arriving at the certification regulations contained in this bulletin:

"The four years spent on the Teacher Education Study brought a large number of persons together. Persons within each college worked together; people from many colleges worked together; State Department staff and college staffs worked together; college staffs and State Department staff worked with people in the elementary and secondary schools; and all worked together. Every level of the schools and every area of learning came together in trying to find ways and means of preparing a teacher to meet the needs of the service. There has thus developed a point of view which has had wide ac-

ceptance among school people in Kentucky at every level. This point of view may be expressed in this fashion. The education of a teacher is of sufficient importance that every resource possible must be used in her preparation, and every person who is touched by the teacher should be concerned with her preparation. It seems to be the accepted belief that we should use the community pattern of action (working together) in formulating the program of learning for the prospective teacher."

The recommendations of the various committees for certification curriculums were made to the Advisory Committee during the summer and fall of 1947. The recommendations were approved by the Council on Public Higher Education on November 25, 1947, and adopted by the State Board of Education, December 19, 1947.

These certification curriculums are flexible, set up in broad terms. A great deal of freedom has been left to each college in adapting its program of teacher education to the needs of the students preparing to enter the teaching profession. The certification requirements contained in this bulletin are offered as guides in the preparation of administrators and teachers of Kentucky's children and young people.

LOUISE COMBS

Acting Director

Division Teacher Training and Certification

VALIDITY OF CERTIFICATES

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 at Which Valid			Positions for Which Valid						
			Ele.	H. S.	Adm.	Tehr.	Prin.	Supt.	Supr.	Atten. Officer	Libr.	
Advanced	B	2 Col.	*	*		*	*					
College	B	4 Col.	*	*		*	*					
College Elementary	B	1 Col.	*			*						
Local Elementary	B	Exam.	*			*						
Stan. Adm. and Super.	B	4 Col.	*	*	*	*	*	*	*	*		
Prov. High School ¹	B	2 Col.	*	*		*	*					
Standard High School	B	4 Col.	*	*		*	*					
Standard Elementary ²	B	2 Col.	*			*	*					
Standard ²	B	2 Col.	*	*		*	*					
Attendance Officer	B	2 Col.									*	
Prov. Elementary	A	2 Col.	*			*						
Prov. Adm. and Super.	A	4 Col.	*	*	*	*	*	*	*	*		
Prov. High School ¹	A	4 Col.		*		*						
Standard Elementary ³	A	4 Col.	*			*						
Standard High ⁴	A	5 Col.		*		*						
Standard Adm. and Supervision	A	5 Col.	*	*	*	*	*	*	*	*		
*Attendance Officer	A	2 Col.									*	
Prov. Att. Officer	A	4 Col.									*	
Std. Att. Officer	A	5 Col.									*	
Standard for School Librarians	A	5 Col.										*
Provisional for School Librarians	A	4 Col.										*

¹Provisional High School Certificates based upon training below college graduation are not valid in accredited High School, until the holder has received a Baccalaureate degree.

²Principals are required to have two years experience.

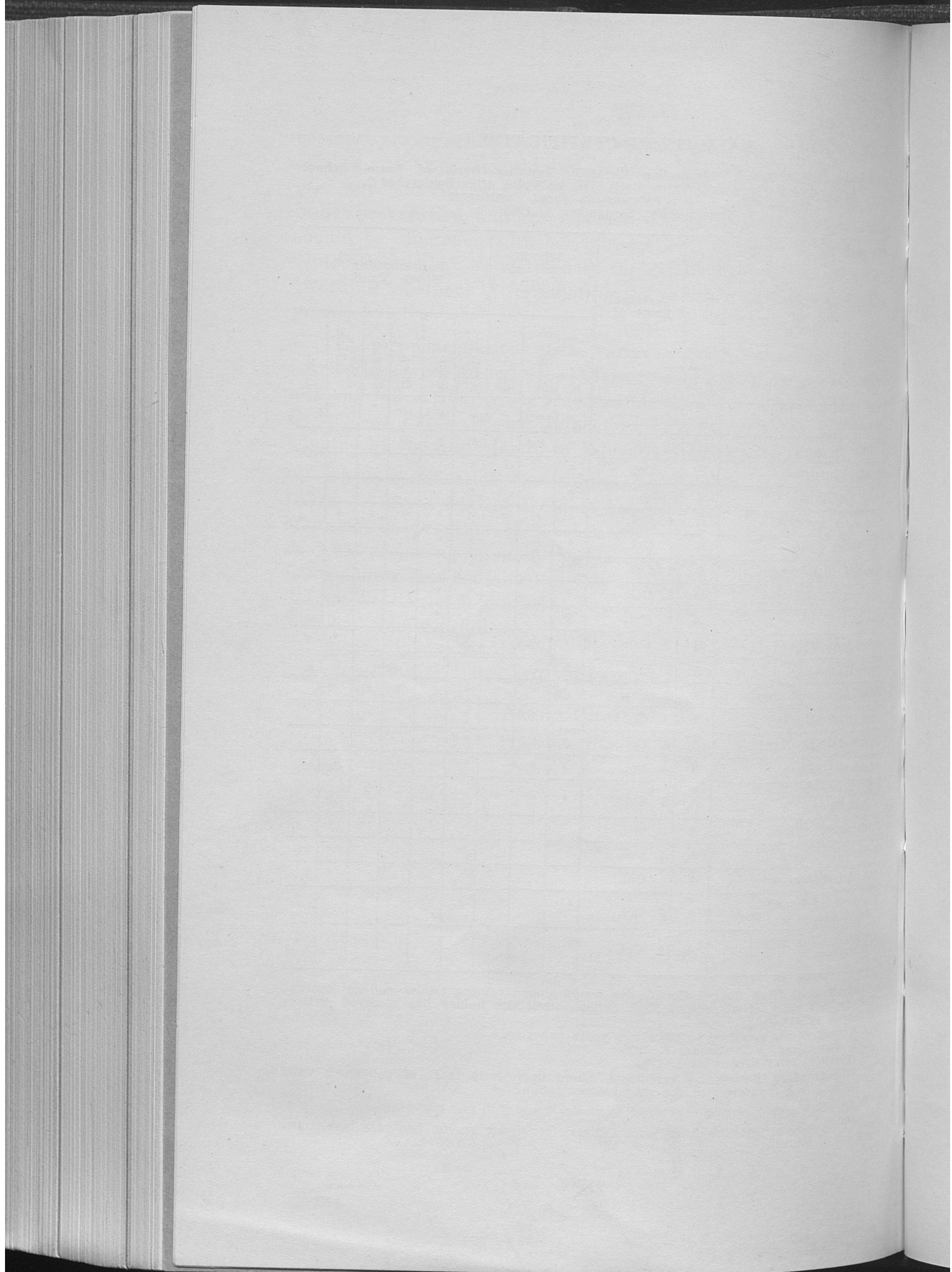
B—Issued before September 1, 1935.

A—Issued after September 1, 1935.

³The Standard Elementary certificate, based upon four years of college is valid in grades 1 to 8 regardless of the school organization.

⁴The high school certificate is valid in grades 7 and 8 in any organization.

*After July 1, 1948, the Attendance Officer's certificate on the two-year curriculum will not be issued.



Section I

**LEGAL PROVISIONS FOR TEACHER EDUCATION
AND CERTIFICATION**

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Kentucky Revised Statutes

Teacher Education and Certification Laws

156.090 [4502-12] **Certificates of School Employes; Board to Publish Regulations Concerning.**—The State Board of Education, upon the recommendation of the Superintendent of Public Instruction, shall 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, 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.

*156.095 **Program of In-service Teacher Training.**—The State Department of Education is hereby authorized to establish, direct and maintain a state-wide program of in-service teacher training. Said program shall be organized and operated for the purpose of improving instruction in the public common schools and for the improvement of the leadership qualities and professional competence of principals, supervisors and teachers and for such other services in the improvement of instruction in the public common schools as may be approved from time to time by the State Board of Education on the recommendation of the Superintendent of Public Instruction. The program shall be directed and supervised by the Division of Teacher Training and Certification in accordance with a program approved by the Superintendent of Public Instruction and in accordance with the rules and regulations of the State Board of Education approved on the recommendation of the Superintendent of Public Instruction.

164.010 [4527-1; 4527-2; 4527-3] **Council on Public Higher Education; Membership.**—There shall be a Council on Public Higher Education in Kentucky, to be composed of the president or chief executive officer of 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 state teachers colleges to be selected by the board of regents of each teachers college; three

*Included in Acts of 1950 Legislature. Became effective July 1, 1950.

appointive members of the board of trustees of the University of Kentucky to be selected by the board of trustees of the 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, who shall be chairman of the council. When the council meets to consider curricula for teacher training, three persons who are from accredited institutions of higher learning, who are not members of the council and who have been appointed by the Executive Committee of the Association of Kentucky Colleges and Universities, shall be invited to meet with the council in an advisory capacity.

164.020 [4527-1; 4527-3] **Powers and Duties of Council.**—The Council on Public Higher Education in Kentucky shall:

(1) Coordinate the work and determine the curricular offerings of the state institutions of higher learning for white persons in Kentucky, on the basis of efficiency and economy.

(2) Determine the amount of entrance fees and the qualifications for admission to each of such institutions.

(3) Consider the budgetary requirements of each of such institutions and, on the basis of the needs of the various institutions as indicated by the individual budgets submitted, recommend to the Department of Finance a budget covering the needs of the institutions.

(4) Require such reports from the executive officers of each of such institutions as it deems necessary for the effectual performance of its duties.

(5) Publish at least biennially a report of the educational and financial affairs of such institutions.

(6) Elect, if it deems necessary, a secretary.

161.010 [4502-2] **Definitions of Terms Used in KRS 161.020 to 161.130.**—As used in KRS 161.020 to 161.130.

(1) "Standard college or university" means an institution that is a member of the Association of Colleges and Universities of the Southern States, the American Association of Teachers Colleges, or the Kentucky Association of Colleges and Universities, or that is recognized as an accredited four-year institution by the University of Kentucky.*

(2) "Standard college or university work of graduate grade"

* The University of Kentucky is withdrawing accrediting services after 1953.

means approved work in a standard college or university that has a program of work extending beyond four years of college or university work.

(3) "Semester" means eighteen weeks (one-half year) of standard college or university work.

(4) "Semester hour" means one academic or college hour per week for one semester.

161.020 [4502-6; 4502-10; 4502-11; 4503-2] **Certificates Required of School Employees; to be Filed; Validity of Certificates Issued Under Former Law.**—(1) No person shall be eligible to hold the position of superintendent, principal, teacher, supervisor, attendance officer, or other public school position for which certificates may be issued, or receive salary for services rendered in such position, unless he holds a certificate of legal qualifications for such position.

(2) No person shall enter upon the duties of a position requiring certification qualifications until his certificate has been filed or credentials registered with the board of education employing him.

(3) The validity of any certificate or license in force on June 14, 1934, is not impaired by the provisions of KRS 161.020 to 161.130, and such certificate or license shall be reissued or renewed in accordance with the terms of the law applying at the date of issue.

Richardson v. Bell County Board of Education, 296 Ky. 520. Positions of teacher and Asst. Supt. incompatible. (February 1, 1944.)

Martin v. Knott County Board of Education, 575 Ky. 483. Qualifications of applicant as teacher must be determined at the time he begins to fulfill contract and not at the time that application is made. (November 22, 1938.)

161.030 [4502-1] **Certification Authority.**—(1) The certification of all superintendents, principals, teachers, supervisors, attendance officers and other administrative, supervisory or instructional employes is vested in the State Board of Education. All certificates issued under KRS 161.010 to 161.130 shall be issued in accordance with the published rules and regulations of the State Board of Education through the Superintendent of Public Instruction.

(2) Certificates shall be issued, reissued and renewed to persons who have completed, at the state teachers colleges of Kentucky for white persons or at the College of Education of the University of Kentucky, the curricula prescribed by the Council on Public Higher Education and approved by the State Board of Education for the certificates.

(3) Certificates shall be issued to persons who have attended the state institutions for colored persons in accordance with law

and in accordance with the rules and regulations of the State Board of Education.

(4) The State Board of Education shall 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 are equivalent to any or all the curricula prescribed for the state institutions for the issuance of certificates to students of the state institutions, and when the institution has otherwise met the terms and conditions provided in KRS 161.010 to 161.130. Any student of such institution who has completed any of these curricula or the equivalent thereof, as approved by the State Board of Education, and who in addition thereto has 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 issued to students completing like requirements in the state institutions.

Daviess County Board of Education v. Vanover, 219 Ky. 565; and **McLeod v. State**, 122 S. W. 737. When a teacher has completed the qualifications required by the Commonwealth of Kentucky and is not otherwise unfit morally or in ill health, and meets the educational standard fixed by the county board of education, he has a right to teach in the common schools and that an attempt of the county board to prevent married women who meet the above qualifications from teaching in the county schools is unauthorized, and an abuse of discretion. (April 29, 1927.)

***161.035** Sections 161.050, 161.060, 161.070, 161.080, and 161.090 of the Kentucky Revised Statutes hereby are repealed. The validity of any certificates which is in force on June 30, 1950 shall not be impaired by the provisions of this Act and such certificate shall be issued, renewed or extended in accordance with the terms of the law applying at the date of issue of such certificate.

***161.040 General Qualifications for Certificates.**—No person shall receive or hold any certificate who does not present evidence of good moral character or who is under eighteen (18) years of age.

161.100 [4502-5] Emergency Certificates.—When a district board of education satisfies the State Board of Education that it is impossible to secure qualified teachers for a position in a school under the control of the district board, the State Board of Education may, on approval of the Superintendent of Public Instruction, issue emergency certificates to persons who meet the qualifications determined by the State Board of Education for emergency certificates. An emergency certificate shall be valid only for the specific

* Acts of 1950 Legislature. Became effective March 22, 1950.

job for which issued and for the current school term. The State Board of Education may require the passing of a written examination before an emergency certificate is issued. The examination 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.

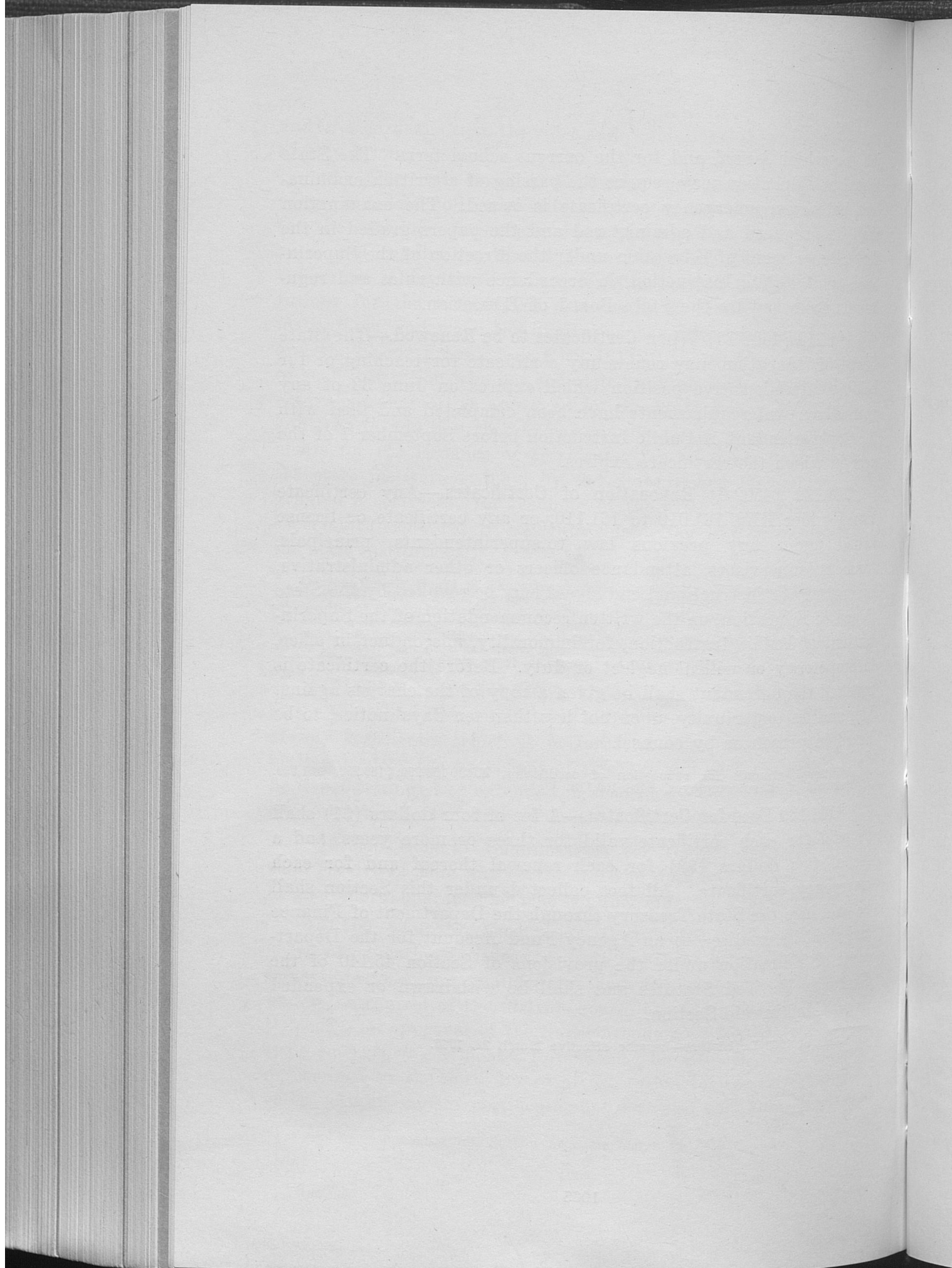
161.110 [4502-13] When Certificates to be Renewed.—The State Board of Education may renew any certificate for teaching or for holding administrative position which expires on June 30 of any year if renewal requirements have been completed and filed with the Superintendent of Public Instruction before September 1 of the year in which the certificate expires.

161.120 [4502-9] Revocation of Certificates.—Any certificate issued under KRS 161.010 to 161.110, or any certificate or license issued under any previous law to superintendents, principals, teachers, supervisors, attendance officers or other administrative, supervisory or instructional employees may be revoked by the State Board of Education, on the written recommendation of the Superintendent of Public Instruction, for immorality, misconduct in office, incompetency or willful neglect of duty. Before the certificate is revoked the defendant shall be given a copy of the charges against him and an opportunity, upon not less than ten days' notice, to be heard in person or by counsel.

Additional grounds for revocation of certificates, KRS 158.990, 159.990, 161.990. Removal of school employes, KRS 156.110.

***161.130 Fees for Certificates.**—A fee of four dollars (\$4) shall be paid for each certificate valid for three or more years, and a fee of two dollars (\$2) for each renewal thereof and for each emergency certificate. All fees collected under this Section shall be paid into the State Treasury through the Department of Finance and shall be credited to an Agency Fund Account for the Department of Education under the provisions of Section 45.140 of the Kentucky Revised Statutes and shall be withdrawn or expended as provided in said Section.

* Acts of 1950 Legislature—became effective March 22, 1950.



Section II

**TEACHER EDUCATION AND CERTIFICATION
REGULATIONS**

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FILING CURRICULA

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 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 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 may be submitted by standard junior colleges or standard senior colleges for approval.

9. Curricula four years or more in length for the training of elementary teachers, secondary teachers, principals, superintendents, supervisors, 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.

ACCREDITED AND APPROVED COLLEGES

1. Sixty-seven semester hours constitute the maximum that can be accepted from a junior college. The sixty-seven 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

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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 University of Kentucky.
 - d. The Kentucky Association of Colleges and Universities.
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 load shall be considered as sixteen semester hours but exceptionally strong students may take a maximum 21 semester hours. The normal load for nine weeks summer school shall be 8 semester hours except that exceptionally strong students may take eleven semester hours.
- A teacher who is undergraduate holding what is considered a full time teaching position may earn no more than 6 semester hours of undergraduate work per semester while he is actually teaching. (Adopted June 1950 and became effective September, 1950).
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. and Super.	
	2 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.
Eastern Kentucky State Richmond, Kentucky	x	x	x	x	x	x	x
Morehead State Morehead, Kentucky	x	x	x	x	x	x	x
Murray State Murray, Kentucky	x	x	x	x	x	x	x
University of Kentucky Lexington, Kentucky		x	x	x	x		x
Western Ky. State 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. and Super.	
	2 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.	4 yrs.	5 yrs.
Asbury College Wilmore, Kentucky	x			x			
Berea College Berea, Kentucky	x	x		x			
Bowling Green Bus. Univ. Bowling Green, Kentucky				x			
Centre College Danville, Kentucky				x			
Georgetown College Georgetown, Kentucky	x	x		x		x	
Kentucky Wesleyan College Winchester, Kentucky	x			x			
Nazareth College Louisville, Kentucky	x	x		x		x	
Transylvania College Lexington, Kentucky		x		x			
Union College Barbourville, Kentucky	x	x		x			
University of Louisville Louisville, Kentucky		x	x	x		x	
Ursuline College Louisville, Kentucky	x	x		x			
Villa Madonna Covington, Kentucky		x		x		x	
Louisville Municipal (c) Louisville, Kentucky				x			

COLLEGES

Adm. and Super.

4 yrs. 5 yrs.

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x x

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**11. Two-Year Curricula for the Preparation of Elementary Teachers
Offered in the following Junior Colleges**

Ashland Junior College	Ashland, Kentucky
Bethel Woman's College	Hopkinsville, Kentucky
Campbellsville College	Campbellsville, Kentucky
Caney Junior College	Pippapass, Kentucky
Cumberland College	Williamsburg, Kentucky
Lees Junior College	Jackson, Kentucky
Lindsey Wilson Junior College	Columbia, Kentucky
Loretto Junior College	Nerinx, Kentucky
Midway Junior College	Midway, Kentucky
Mount Saint Joseph Junior College	Maple Mount, Kentucky
Nazareth Junior College	Nazareth, Kentucky
Pikeville College	Pikeville, Kentucky
Saint Catharine Junior College	St. Catharine, Kentucky
Sue Bennett College	London, Kentucky

STANDARDS FOR TRAINING SCHOOLS

KRS 164.380

1. Provision shall be made for supervised student teaching.
 - a. The school in which supervised teaching is done may be on the campus of the college and under the sole direction of the college, or
 - b. The school may be a public school in a city, village or open country.
 - c. The school used for supervised teaching shall be staffed with qualified critic teachers
 - d. The school shall be organized according to the general pattern of the public schools, and the pupils shall be normal children of public school age, kindergarten to grade 12
 - e. The school plant shall meet the standards of safety, health and usefulness
 - f. The school shall have a suitable library and supplies and equipment adequate to meet the curriculum needs of the pupils.
2. Minimum requirements in supervised student teaching shall be as follows:
 - a. Persons doing student teaching at any level shall have attained a scholastic standing of not less than "C"
 - b. For the two-year elementary curriculum

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- (1) He shall have completed at least 32 semester hours in required courses.
- (2) He shall have completed the professional education courses prerequisite to student teaching
- c. For the four-year secondary curriculum
 - (1) He shall have completed a minimum of 90 semester hours of work
 - (2) He shall have completed the professional educational courses prerequisite to student teaching
 - (3) He shall have completed a minimum of 16 semester hours in the fields in which student teaching is done
- d. An undergraduate student shall have been in residence in that college for at least one semester and a graduate student shall have been in residence one summer session of at least 8 weeks.
- 3. When supervised student teaching is done in off-campus schools, the college shall provide a trained coordinator of student teaching to supervise the work.
- 4. When 80 per cent of the teachers of a school meet the standards set out here, the entire school staff may be approved for student teaching upon recommendation of the college and the state director of teacher education.
- 5. When a college engaged in teacher education desires to try out new plans for conducting student teaching, it should be encouraged to do so, but significant variations from these regulations should be with advanced approval of the Council on Public Higher Education and the State Board of Education.

STANDARDS FOR PROFESSIONAL EDUCATION

A college which offers professional courses for the preparation of teachers shall meet the following standards:

- 1. There shall be a department or division of professional education, adequately staffed and equipped to carry out the purposes of the curriculum.
 - a. Instructors who offer courses in elementary education should have a major in elementary education. Instructors who offer courses in secondary education should have a major in secondary education.
 - b. There should be a professional library covering the field of professional education, which library should be well-supplied with children's books, including the state-adopted textbooks.

- c. Provision shall be made for observation and supervised student teaching, and credits in professional education shall be recognized only when done in an institution having facilities for observation and practice.

COMMISSIONS FOR CRITIC TEACHERS

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. Commission for Critic Teaching for Elementary Grades
 - a. A Standard Elementary Commission may be issued in accordance with the following standards:
 - (1) The requirements for issuing the Standard Elementary certificate shall be met.
 - (2) The applicant shall have completed one course in the supervision of elementary grades.
 - (3) The applicant shall have had a minimum of two years experience teaching in the elementary grades.
 - (4) The applicant shall have completed requirements for a master's degree with a major in elementary education at the graduate level.
 - b. The Standard Elementary Commission shall be valid continuously for critic teaching.
3. Commission for Critic Teaching for Secondary Grades
 - a. A Standard Commission for Critic teaching in the secondary grades may be issued in accordance with the following standards:
 - (1) The requirements for the Provisional High School Certificate shall be met.
 - (2) The applicant shall have completed one course in the supervision of instruction in the secondary grades.
(The course for supervising teachers offered at the University of Kentucky in the summer of 1949 may be accepted in lieu of this course).
 - (3) The applicant shall have two years experience teaching in secondary grades.

(4) The applicant shall have completed requirements for a master's degree with a major in secondary education or in a teaching field.

b. The Commission shall be valid only in major and minor fields of preparation.

c. The Commission shall be valid continuously for critic teaching.

4. No commission for critic teaching may be issued except upon upon the recommendation of the dean of the college in which critic teaching is to be done.

5. Emergency Commissions shall be issued for one year subject to renewal on six semester hours of additional work at the graduate level. Emergency Commissions shall not be issued on less than a bachelor's degree, except that those who are employed at the present time may continue on an emergency basis provided that they continue to work toward the degree by submitting not fewer than six semester hours of additional college credit for each renewal.

GRADUATE STUDY

1. The graduate degree granted by the four State Colleges, namely, Eastern Kentucky State College, Western Kentucky State College, Morehead State College, and Murray State College, shall be a professional degree which shall be known as Master of Arts in Education.

2. A person may be admitted to graduate study in education in any of the four institutions named above if he is a graduate of a four year standard college. A person may receive a master's degree in education when he has completed other requirements set out in those regulations and in addition thereto has completed a four-year curriculum for the education of elementary or secondary teachers as prescribed by the Council on Public Higher Education or holds a certificate based upon four years of standard college preparation and valid for teaching in the state in which it was issued.

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. Requirements for the master's degree may be satisfied by one of the following plans:

Plan I—With a thesis

The residence requirements shall be 36 weeks (No off-campus or extension work, or work in other institutions, except that six semester hours may be completed in another institution upon approval of the institution granting the degree.)

The minimum course credit shall be 24 semester hours.

Plan II—Without a thesis

The residence requirements shall be 36 weeks.

The minimum of credit shall be 30 semester hours, 24 of which must be earned in residence; 6 semester hours may be completed in off-campus work or by extension, or in any other institution or other ways looked upon as desirable by the institution granting the degree.

6. Every candidate for a master's degree in education shall present a minimum of 9 semester hours of graduate credit in professional education and must have had a minimum of 27 semester hours at the undergraduate level and/or graduate level. The minimum time in which a student who does not have a minimum of 12 semester hours in education upon being admitted to the graduate school shall be 45 weeks to complete course requirements for his master's degree.
7. The remainder of the course work shall be determined by the institution in terms of the student's need, provided that it shall be upper division and/or graduate courses.
8. The student shall pass a final examination on all fields presented toward fulfillment of requirements for the degree of master of arts in education.
9. Except as provided in item 5, transferred credit shall not be used to reduce either the residence requirements or minimum number of semester hours required for the master's degree.
10. Teachers holding what would ordinarily be considered a full-time position shall not be permitted to receive graduate credit for more than 4 semester hours during any semester.
11. Residence credit for part-time study at the graduate level shall be 1½ weeks for each semester hour of credit and shall apply to students who carry less than a minimum full-time load.
12. One-half of the course requirements and one-half of the residence work shall be done as a full-time graduate student. In

evaluating residence credits a summer term of 8 weeks with a minimum load of 6 semester hours of credit shall be regarded as 9 weeks in residence.

New regulations governing graduate work shall go into effect for all persons entering the graduate program on or after the adoption of the program by the State Board and all students, now regularly enrolled in the graduate program, shall be permitted to graduate under present regulations, or under the new regulations. (These 12 regulations adopted March 18, 1949).

13. The University of Kentucky is authorized to grant the Master of Arts Degree in Education on the same basis as is being granted by the four State Colleges.
14. A person may be admitted to graduate study in education in any of the four institutions (Eastern, Western, Murray, and Morehead) and in the University of Kentucky, provided that a student who lacks no more than six semester hours of completing requirements for a degree at the undergraduate level be permitted to enroll and remove his undergraduate deficiency while proceeding with his graduate program, provided further, that this regulation shall apply only to undergraduate students who are doing graduate work in the institution granting the graduate degree.

Credit for full-time residence will not be granted for a semester or term during which a student is removing his undergraduate deficiencies. The residence requirement will be reduced one week for each semester hour of undergraduate deficiency being removed. (Items 13 and 14 adopted September, 1949.)

APPLICATIONS AND TRANSFER OF CREDITS

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. **Recommendations 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 field 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.
14. **In the transfer of credits from an out-of-state college**, a deficiency of not more than 10 per cent may be permitted except

in Supervised Teaching, or its equivalent, in the issuance of a certificate. In issuing a certificate on a deficiency no entire subject area should be eliminated.

CERTIFICATION OF ELEMENTARY TEACHERS

- *1. The Provisional Elementary Certificate valid for three years, and the Standard Elementary Certificate valid for four years, shall be issued to persons who meet the general requirements of law and the regulations of the State Board of Education and file transcripts of standard college credits showing completion of the following curriculums:

Prov. Ele. Stand. Ele.

9 sm. hrs. 18 sm. hrs.

Block I—English

The first 6 sm. hrs. should be in mechanics; emphasizing composition, English usage, speech, use of the library, and dramatization.

The other 3 sm. hrs. required for the Provisional Elementary Certificate should be in Children's Literature.

The 9 additional sm. hrs. for the Standard Elementary Certificate should be selected from electives in literature including American Literature with emphasis on Kentucky Literature and Folk-Lore, and world literature. (One course might well be selected in terms of the needs of the individual student. It could either be designed to correct deficiencies discovered in the previous English course, or it might follow some personal interest of the student.)

Block II—Science

6 sm. hrs. 12 sm. hrs.

Institutions may break down the Science course as they wish, but it is recommended that they give the prospective teacher a knowledge and appreciation of animals and plants, of the earth and the heavens, and should stress the conservation of natural resources. These courses should

*These curriculums may become effective at present and shall become effective September 1, 1950.

include the recognition of common rocks and minerals, and the explanation of interesting land features, the recognition of the conspicuous planets, stars, and constellations, and the explanation of some of the phenomena of the heavens, and the conservation of wild life, forests, soil, water and mineral resources.

This work may be taught as separate courses such as (1) field botany, (2) field zoology and (3) astronomy and geology, or other sciences; or the work may be taught as integrated science courses. These courses should provide science experiences which will tend to

1. develop in prospective teachers a genuine appreciation for the natural environment and a functional understanding of the relationship of man to his natural environment.
2. acquaint prospective teachers with ways of discovering and using the natural environment as effective learning experiences.
3. develop in prospective teachers a thorough understanding of basic scientific principles and of the scientific reasoning process. These principles and this process should be taught by the problems approach whenever possible.
4. provide prospective teachers a body of knowledge sufficiently large and rich to enable them to guide effectively children in meaningful science experiences while meeting the problems of everyday living.

Block III—Social Studies

9 sm. hrs. 21 sm. hrs.

Each college should be permitted to organize this program as it wishes with emphasis upon one or more of the following options:

9 sm. hrs. 12 sm. hrs.

- (a) a study of Western Civilization
- (b) Introduction to Social Studies
- (c) Separate courses in social studies area.

Economics, History and Government, and Geography with desirable emphasis on world problems.

9 sm. hrs.

and. Ele.

	Prov. Ele.	Stand. Ele.
Block IV—Fine Arts	6 sm. hrs.	12 sm. hrs.
Public School Music	3 sm. hrs.	3 sm. hrs.
Elective in Music		3 sm. hrs.
Public School Art	3 sm. hrs.	3 sm. hrs.
Elective in Art		3 sm. hrs.
Block V—Health	4 sm. hrs.	6 sm. hrs.
Basic Health	4 sm. hrs.	4 sm. hrs.
(Including health education, diet, community health, and individual health) and Physical Education in the Elementary School (including plays and games, corrective activities, recreation, etc.)		
Nutrition		2 sm. hrs.
(Emphasis on the School Lunch Program, resources, and helping children with their diet.)		
Block VI—Professional Education	17 sm. hrs.	28 sm. hrs.
The following areas should be included. Organization of content and experience will be left to the institution.		
Child Growth and Development	3 sm. hrs.	6 sm. hrs.
Through the fields of Psychology, first-hand study of children should be provided.		
Techniques	6 sm. hrs.	6 sm. hrs.
Teaching Reading		
Teaching Arithmetic		
* Fundamentals of Elementary Education	4 sm. hrs.	8 sm. hrs.
In the first 4 hours emphasis should be placed upon materials and methods in elementary education. Some attention should also be given to techniques of guidance, counseling, testing and measurement. Greater emphasis should be placed on all of these phases in the last half of the course and attention should be given to school organization and administration.		
* Supervised Teaching	4 sm. hrs.	8 sm. hrs.
Block VII—General Electives	13 sm. hrs.	31 sm. hrs.
Guidance at the college level is highly desirable. Guidance should serve as a basis for choice of electives.		

sm. hrs.

sm. hrs.

sm. hrs.

* Note.—Fundamentals of Elementary Education with 8 sm. hrs. of credit may be offered for the Provisional Elementary Certificate in lieu of 4 sm. hrs. in Fundamentals and 4 sm. hrs. in Supervised Teaching in those institutions which have approved laboratory facilities. In such cases the work must include directed observation and participation.

- Completion of Baccalaureate degree shall be required for the Standard Elementary Certificate.
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 teaching experience in the elementary grades on the college elementary or local elementary certificate, provided the applicant has a total of 64 semester 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 (16 semester 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 (16 semester hours) of additional 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** may be renewed or reissued 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 4 semester 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.
 5. The Standard Elementary Certificate, based upon four years of college, should be valid in grades one to eight regardless of the school organization.

CERTIFICATION OF ATTENDANCE OFFICERS

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' experi-

NOTE: After July 1, 1948 the Attendance Officer's Certificate will not be issued upon the two year curriculum.

ence 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. The Provisional Certificate for Attendance Officers shall be issued to a college graduate who holds a legal teaching certificate or meets the requirements for such certificate, who has had two years of recent experience as a teacher or experience as an attendance officer, and who has completed the following minimum essential courses:

- (a) A course or courses in **Pupil Accounting** (mechanics in keeping records) and **Pupil Personnel** (child growth and development, guidance, counseling with emphasis upon development of a guidance program in the school system) 3 sm. hrs.

- (b) A course or courses in **Social Case Study** (study of various approaches to understanding of the pupil with an educational setting as the basis of study) and **Community Organizations and Their Work** (understanding of actual physical set-up of a community with all the social organizations and an understanding of the social and economic problems of the community) 3 sm. hrs.

The Provisional Certificate for Attendance Officers shall be valid for four years and may be renewed on two years' experience or upon 6 semester hours of standard graduate work.

3. The Standard Certificate for Attendance Officers shall be issued to a person who meets the requirements for a Provisional Certificate for Attendance Officers, and meets the requirements for a Master's degree with a major in Pupil Personnel, and presents credit in one or more courses in each of the five following areas:

- (a) Mental hygiene or education psychiatry
- (b) Case work

- (c) Medical and health resources
- (d) Legal information with special reference to domestic relations
- (e) Techniques in guidance and counseling
- (f) Individual measurements and evaluation

The Standard Certificate for Attendance Officers shall be valid for five years and may be renewed upon three years' experience, or six semester hours of approved graduate work.

(Regulations number 2 and 3 shall become effective on July 1, 1948, provided that the validity of all certificates held by attendance officers at present be maintained.)

CERTIFICATION OF SECONDARY TEACHERS

*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 and Core Requirements | 45 sm. hrs. |
| 1. English—minimum | 12 sm. hrs. |
| including Oral and Written Composition, Literature, and Speech (a separate course in speech is not required) | |
| **2. Health, Physical Education and Safety—minimum | 6 sm. hrs. |
| 3. Group or Field Requirements—minimum | 27 sm. hrs. |
| Each candidate must present not less than 27 semester hours of credit, distributed among not fewer than 3 or more than 4 fields, with not fewer than 6 semester hours in any field. Two of these groups must be in fields different from the major and minors or area of concentration. One group may be in the same field but not in the same subject as the majors or minors. | |
| The fields from which the 27 hours of credit may be selected are: | |
| Fine Arts (Include dramatics) | |
| Foreign Language | |
| Mathematics | |

* These curriculums may become effective at present and shall become effective September 1, 1950.

**Any four-year accredited college in Kentucky may excuse its students from credit in fulfilling the physical education requirement for secondary certificates by an amount not to exceed three semester hours, provided that an examination of practices shows that the activity courses meet all requirements.

Philosophy and Psychology

(Courses in Psychology submitted in partial fulfillment for professional requirements may not be used to satisfy a group requirement in this subject)

Science

Social Science

Vocational subject (Agriculture, Home Economics, Industrial Arts, Commerce, etc.)
With the approval of the Council on Public Higher Education, an institution engaged in the education of high school teachers may substitute its requirement in general education for the group requirements outlined above.

B. Teaching Majors and Minors

1. A major shall require 24 semester hours, except a major in English shall require 30 semester hours, and a major in Speech and Dramatics shall require 30 semester hours.
2. A minor shall require 18 semester hours
3. Each curriculum shall require
 - (1) An area of concentration or
 - (2) two majors,
 - (3) one major and two minors or
 - (4) one major and one minor when credit in both is 48 semester hours (54 when English is included as a major.)

C. Professional Preparation

18 sm. hrs.

1. **Student Teaching**—The professional requirements for teachers shall be 18 semester hours, at least 8 of which shall be in student teaching. Practice teaching should include actual experience in all phases of a teacher's work with a minimum of 144 clock hours devoted to the total experiences and with not less than 90 clock hours in actual observation, participation, and teaching. It is recommended that one-half of the student teaching be done in off-campus schools where possible, and that the work be on all-day basis. Actual practice is considered as just one phase of laboratory work in professional education. Practice teaching should be preceded and supplemented by observation and other types of experiences with children, parents, and teachers in a variety of situations. 8 to 9 sm. hrs.

2. **Other Professional Courses**

9 to 10 sm. hrs.

There shall be a minimum of 9 semester hours of Professional courses in addition to student teaching in the following areas:

- a. **Child Growth and Development:** This area should deal with the growth, development and understanding of pupils. The following topics are suggested: Study of the process of growth of the whole individual in the common culture of the total environment; study of characteristic behavior of adolescents, study of the techniques of working with adolescents; actual experience in observing and working with adolescents; study of the techniques of analyzing the needs of adolescents.
- b. **Fundamentals of Secondary Education:** This area should consider the materials and methods of the secondary school. The following topics should be considered: Ways of discovering teaching problems; ways and means of discovering suitable materials for working on problems; effecting ways of using teaching materials; techniques of evaluating growth; the use of community agencies as they are related to the improvement of teaching; actual experiences in observing and working with adolescents in the training school.
- c. **Organization and Administration of the Public School System:** This area should deal with the total school system. Suggested topics for treatment are as follows: Study of and participation in experiences leading to an understanding of principles and practices in the organization and administration of school systems; study of the functions of education in a democracy; and/or Audio Visual Education, and Safety.

D. **Completion of a Baccalaureate Degree**

2. **Teaching Fields**

- a. **Social Studies:** A teaching area in social studies shall consist of a minimum of 48 semester hours distributed as follows: 18 semester hours in history, including 6 semester hours in American History and 6 semester hours in European History; and a minimum of 6 semester hours each in the following subjects, namely, Political Science, Economics, Sociology, and Geography.

hrs.

b. **Science:** A teaching area in Science shall consist of a minimum of 48 semester hours, 15 (or more) of which shall be in Biology, Chemistry or Physics, 12 (or more) in each of the other two of these fields (Biology, Chemistry, Physics), 3 semester hours (or more) in Geology, and the remainder shall be selected from the Sciences.

c. **English:** A teaching area in English shall consist of 48 semester hours, 30 semester hours of which shall be in the following fields: Grammar, Composition, and Literature, and the remaining 18 semester hours may be distributed among the following fields: Speech, Dramatics, and Journalism. (Effective date September, 1951, to replace regulation included in 1948 bulletin).

d. **Music:** A teaching area in Music shall consist of a minimum of 48 semester hours distributed as the following:

Applied music, including enough piano to insure competency to play simple accompaniments and materials such as are found in the Golden Book 16 sm. hrs.

Music theory to be selected from Harmony, sight-singing, dictation, counterpoint, or form and analysis 16 sm. hrs.
Conducting, instrumental and/or choral 2 sm. hrs.

Musicology, including history and appreciation 6 sm. hrs.

Music education, including materials and methods on elementary and high school levels. 6 sm. hrs.

Electives to include participation in vocal or instrumental ensembles such as glee club, choir, orchestra, band, chamber groups 2 sm. hrs.

e. **Health and Physical Education and Recreation:** A teaching area in health, physical education and recreation shall consist of 48 semester hours. (To become effective September, 1951).

f. **Agriculture:** An Agriculture area shall require the completion of the vocational agriculture curriculum.

g. **Home Economics:** A Home Economics area shall require the completion of the vocational home economics curriculum.

h. **Industrial Arts:** A teaching area in industrial arts shall consist of a minimum of 42 semester hours distributed as the following:

General Shop 3 sm. hrs.

Woodworking 9 sm. hrs.

Metal Working 9 sm. hrs.

Graphic Arts (drawing, printing, design) 9 sm. hrs.

Electives, including, if possible, electricity, leather craft, plastics, and other subjects to be determined by needs of the student

12 sm. hrs.

Total

42 sm. hrs.

- i. **Art:** A major in art shall consist of 24 semester hours of art distributed as the following:

Drawing—approximately 2 sm. hrs.

Design—approximately 2 sm. hrs.

Public School Art—approximately 4 sm. hrs.

Art Appreciation—approximately 2 sm. hrs.

Advanced Design (crafts, lettering, etc.) 6 sm. hrs.

Advanced slides work (drawing, painting, sculpture, etc.) 6 sm. hrs.

Art in Secondary Schools 2 sm. hrs.

A double major shall consist of 48 semester hours as follows:

The preceding 24 semester hours and an additional 24 semester hours to be made up of advanced courses in art—design, history of art, sculpture, painting, ceramics, etc.

- j. **Business Education:** A teaching area in business education shall consist of a minimum of 48 semester hours in Commerce (Business Education) as the following:

1. Accounting 8 sm. hrs.

2. Secretarial Practice 14 sm. hrs.

3. General Business 22 sm. hrs.

4. Business Education (Methods and Materials) 4 sm. hrs.

or

the completion of two majors,* one of at least 26 semester hours in Commerce, distributed as the following:

1. Secretarial Practice 14 sm. hrs.

2. Business Education 2 sm. hrs.

3. General Business 2 sm. hrs.

4. Elective in Commerce 8 sm. hrs.

or

the completion of two majors,* one of at least 26 semester hours in Commerce, distributed as the following:

1. General Business 14 sm. hrs.

2. Accounting 8 sm. hrs.

3. Secretarial Practice 2 sm. hrs.

4. Business Education 2 sm. hrs.

or

the completion of two majors,* one of at least 26 semester hours in Commerce, distributed as the following:

* Two majors or a commerce major and two minors.

- | | |
|-------------------------|-------------|
| 1. Accounting | 14 sm. hrs. |
| 2. General Business | 8 sm. hrs. |
| 3. Secretarial Practice | 2 sm. hrs. |
| 4. Business Education | 2 sm. hrs. |

k. Four-year colleges offering a program of teacher education for high school teachers may organize an area of concentration in foreign languages with not fewer than a total of 48 semester hours with a distribution among the languages as the following: 18 semester hours in the leading language, 12 semester hours in two other languages, and six semester hours elective. (The six hours should be in one of the other languages among those selected for the area of concentration. (Adopted September, 1949).

3. **Subject Fields** in which majors with a minimum of 24 semester hours 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
Health	Spanish
Health and Physical Education	Speech and Dramatics (30 sm. hrs.)
History	English (30 sm. hrs.)
History and Political Science	

4. **Subject Fields** in which minors with a minimum of 18 semester hours may be chosen by applicants for high school certificates:

Agriculture	Geology
Art	German
Biology	Health
Chemistry	History
Commerce	*History and Political Science
Dramatics	Home Economics
Economics	Industrial Arts
*Economics and Sociology	Journalism
English	Latin
French	Library Science
Geography	Mathematics
Geography and Geology	Music
	Physical Education

* In a combination of minors not less than 6 semester hours shall be in each subject within the minor.

Physics
Political Science
*Psychology, Counseling and Speech
Guidance

Sociology
Spanish

5. Any person presenting a teaching area may qualify to teach an additional subject by presenting 12 semester hours in that subject. The addition of 12 semester hours to the face of any certificate to take place only in cases where the applicant has fulfilled the requirements in general education.
6. 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 on the Provisional High School Certificate formerly issued on basis of the 64 semester hour curriculum and who has met all other requirements for such certificate.
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 4 semester hours of standard college or university work of graduate grade for each year he fails to teach upon the certificate.
8. The high school certificate should be valid in grades seven and eight, in any organization. (Adopted June, 1950).
9. 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 who, in addition thereto, completes the requirements for a master's degree in a standard graduate school.
10. 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

* In a combination of minors not less than 6 semester hours shall be in each subject within the minor.

reissued 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.

11. Special Fields

- a. **Special Certificate in Music.** A Provisional High School certificate, valid for four years at both the elementary and secondary levels, 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 the following:

General Psychology	3 sm. hrs.
Educational Psychology	3 sm. hrs.
Elementary Education	3 sm. hrs.
Secondary Education	3 sm. hrs.
Directed Teaching in Music	8 sm. hrs.

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.

- b. **Special Certificates in Art:** A Provisional High School certificate valid for four years and valid for teaching Art in the elementary and secondary grades shall be issued to a person who completes requirements for the Provisional High School certificate, including an area of concentration in Art as prescribed by the Council on Public Higher Education and approved by the State Board of Education; who completes the professional requirements included in the curriculum for the Provisional High School Certificate; and who completes methods courses on both the elementary and secondary levels.
- c. **Special Certificate in Health and Physical Education:** A Provisional High School Certificate valid for four years and valid for teaching Health and Physical Education in the elementary and secondary grades shall be issued to a person who completes requirements for the Provisional High School certificate, including an area of concentration in Health and Physical Education as prescribed by the Council on Public Higher Education and approved by the State Board of Education; who completes the professional requirements included in the curriculum for the Provisional High School certificate; and who completes methods courses on both the elementary and secondary levels.

12. The Provisional High School certificate for Vocational Agriculture 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 based on at least a baccalaureate degree, and who has met requirements set by the Council on Public Higher Education and approved by the State Board of Education as the following:

Vocational Agriculture Curriculum

1. The applicant shall be a graduate in agriculture from the College of Agriculture of the University of Kentucky or shall have had equivalent training in Agriculture, principles of economics, and the sciences contributing to agriculture; or the applicant shall be a graduate from the agriculture curriculum of the Kentucky State College for Negroes or from a college whose training in agriculture, principles of economics, and sciences contributing to agriculture is approved by the Kentucky State College for Negroes.

2. The applicant shall have the following professional education:

Ag. Ed. 181—Teaching Vocational Agriculture (special emphasis given to psychology of learning) 15 sm. hrs.

Ag. Ed. 182—Adult Farmer Schools and Young-Farmer Courses in Vocational Agriculture 3 sm. hrs.

Ag. Ed. 179—Determining Content Vocational Agriculture 3 sm. hrs.

The requirements for graduation in the College of Agriculture have been changed from 62 semester hours to 60 semester hours in technical agriculture, beginning July 1, 1948.

3. The applicant shall have a minimum of 60 semester hours in agriculture, approximately as the following:

(a) crops	9 sm. hrs.
(b) soils	6 sm. hrs.
(c) horticulture	6 sm. hrs.
(d) animal husbandry	21 sm. hrs.
(e) agricultural entomology	4 sm. hrs.
(f) farm shop	6 sm. hrs.
(g) agricultural economics	3 sm. hrs.
(h) farm management and marketing	6 sm. hrs.

4. Applicants must have three full years of farm experience after the age of 14 years. (This point shall be determined by the teacher training staff.)

5. An applicant who has met the requirements for teaching vocational agriculture outside Kentucky may be approved by the State Supervisor of Agriculture Education, upon taking such additional training in agricultural education as may be neces-

sary to adjust his training so that he can work in Kentucky's program of vocational agriculture.

6. The applicant shall be approved by the teacher training staff and shall be recommended for certification by the staff.
13. The Provisional High School certificate for Vocational Home Economics valid for four years shall be issued to a person who meets the requirements and the general regulations of the State Board of Education and files a transcript of standard college credits showing the completion of the requirements for a baccalaureate degree in home economics, and who has met the requirements set by the Council on Public Higher Education and approved by the State Board of Education as the following:

Curriculum for Vocational Home Economics

Standards to be maintained in institutions designated for training vocational teachers:

a. Undergraduate curriculum for home economics teachers

1. Minimum length of course

The minimum length of the course shall be the equivalent of four years with not less than 128 semester hours credits.

2. Range in proportion of curriculum offerings

(a) Requirements

Professional Education

18-24 sm. hrs.

A minimum of 3 to 6 semester hours in secondary education in addition to Home Economics Education, a minimum of 8 semester hours in directed teaching in Home Economics, and instruction in adult education for homemakers, are required.

Home Economics

50-60 sm. hrs.

Following are the minimum requirements in the different areas of home economics:

Family economics and home management 8 sm. hrs.

Housing, home furnishings and equipment 9 sm. hrs.

Foods and nutrition 12 sm. hrs.

Clothing and textiles 10 sm. hrs.

Health and home care of sick 3 sm. hrs.

Family relationships and child care 8 sm. hrs.

Related Fields 30-40 sm. hrs.

Following are the minimum requirements in the different related fields:

The arts 4 sm. hrs.

Sciences—physical and biological Courses in Or- 20 sm. hrs.

ganic Chemistry or Food Chemistry,
Bacteriology and Physiology are re-
quired

Social Sciences 6 sm. hrs.

At least one course in Economics and one
in Sociology

Other

15-25 sm. hrs.

Following are minimum requirements:

9 hours in English and Literature, Speech or Journalism

6 hrs. in following: History, Political Science, Language, Mathematics, or Music

3. Provisions made for

a. Homemaking experiences

Prospective teachers shall have had some practical experience with managerial responsibilities in a home

b. Residence in home management house

Prospective teachers shall have not less than six weeks of directed experience in a home management house

c. Directed experiences with children

Prospective teachers shall have had experience in observing and working with pre-school children during the time they are taking work in child development

d. Community Experiences

The prospective teacher shall have had experience in making community contacts which will enable her to be aware of other education opportunities, such as making home visits, working with P.T.A. and working with community programs of recreation and health.

e. Work experiences

Prospective teachers shall be encouraged to get some work experience with guidance that will help to develop home-making skills and an insight into problems of wage earners.

4. Provisions made for directed teaching experience

a. With in-school, with out-of-school groups (older youth and adult)

Directed teaching experience shall consist of observing and teaching in-school and out-of-school groups including:

- (1) Experience in teaching three different type units
- (2) Experience in guiding home experience including the use of the conference period
- (3) Experience with FHA or NHA, school lunch, and canneries programs
- (4) Experience in assisting with teaching at least one organized group of adults
- (5) Experience with other responsibilities of a home economics teacher.

b. Time required

Directed teaching experience shall consist of a minimum of 144 clock hours. A minimum of 40 lessons shall be taught by the student teacher including teaching in-school and out-of-school groups.

CERTIFICATION OF ADMINISTRATORS AND SUPERVISORS

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:

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|--|------------|
| a. Courses in Administration and Supervision | 9 sm. hrs. |
| b. Courses in Elementary Education | 6 sm. hrs. |
| c. Courses in Secondary Education | 6 sm. hrs. |

2. The requirements in Administration and Supervision for the issuance of the Provisional Certificate in Administration and Supervision shall be approximately as follows:

- | | |
|---|------------|
| a. General Administration and Supervision | 3 sm. hrs. |
| b. Administration and Supervision of Secondary Schools | 3 sm. hrs. |
| c. Administration and Supervision of Elementary Schools | 3 sm. hrs. |

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 6 semester 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 semester hours of additional college or university work of graduate grade for each of the two years' experience he fails to obtain.

CERTIFICATION OF SCHOOL LIBRARIANS

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 and minor as prescribed for the issuance of the Provisional High School Certificate. (Adopted September, 1949).
 - b. The completion of the core requirements as prescribed for the issuance of the Provisional High School Certificate.
 - c. Completion of professional courses as follows:
 - (1) Required courses in the use of the library, library practice, and field work.
 - (2) Twelve semester hours in Education as follows:

Psychology or Educational Psychology	3 sm. hrs.
Elective in Elementary Education	3 sm. hrs.
Elective in Secondary Education	3 sm. hrs.
Free Elective in Education	3 sm. hrs.
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.

CERTIFICATES FOR TRADES AND INDUSTRIES

Trades and Industries Curriculum—Regulations governing the issuance and renewal of permits in the field of Trade and Industrial Education.

1. General Requirements

- a. The applicant shall have an academic education equivalent to four years of high school work.
- b. The applicant shall have at least three full years' experience of journeyman grade in a recognized trade.
- c. The applicant shall be employed in a program of trade and industrial education sponsored by the public school system in accordance with the State Plan for Vocational Education.

2. How to Apply for a Permit

- a. Submit Form VE-3 (available from the Division of Vocational Education) to the State Supervisor of Trade and Industrial Education. The applicant will be notified whether he meets the requirements of the State Plan for Vocational Education.
- b. Make application for the permit to the Director of the Division of Teacher Education and Certification, Department of Education, Frankfort.

3. Issuance of Yearly Permits

A permit, valid for one year, will be issued when the general requirements are met.

4. Renewal of Yearly Permits

A yearly permit may be renewed upon a full year of satisfactory experience, gained during the life of the permit and upon presentation of 2 semester hours in trade and industrial education earned in residence at a teacher-training institution designated in a state plan for vocational education as an approved institution for training trade and industrial teachers. If the applicant has already completed course requirements for a four-year permit, experience only will be required for renewal.

5. Issuance of Four-Year Permits

When a person has completed 24 semester hours in teacher training courses in trade and industrial education if an undergraduate, or has completed 16 semester hours if a graduate, and has served 4 years in a program of trade and industrial education, he may be issued a permit valid for 4 years. Trade Analysis, Instructional Materials and Industrial Education, and Principles & Philosophy of Industrial Education are required courses for all applicants. One-half of the credits may be earned by extension or correspondence courses.

6. Renewals of Four-Year Permits

This permit may be renewed every 4 years upon 3 years of successful experience in a program of trade and industrial education operated under the State Plan for Vocational Education, provided the applicant can show that he has kept abreast of modern practices and has taken special courses when requested to do so by the Supervisor of Trade and Industrial Education. It may also be renewed upon completion of one-half year of additional college work. One-half of the college work should be in Vocational Education.

7.

All teachers of Industrial Arts, who hold the two year T and I certificates issued on or before the effective date of the new School Code, September, 1935, may have their certificates renewed every two years on basis of two years teaching experience, or on 9 quarter hours of standard college work.

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

education, or distributive education. (Adopted September 21, 1945).

CERTIFICATES FOR TEACHERS OF DEAF

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:

a. Education

(1) Psychology—General, Educational, or of the Deaf	3 sm. hrs.
(2) Principles of Teaching the Deaf	3 sm. hrs.
(3) Principles and Pedagogy of Lip Reading	2 sm. hrs.
(4) Phonetics	6 sm. hrs.
(5) Practice Teaching or Clinic Practice—Oral Methods	4 sm. hrs.
(6) Electives	5 sm. hrs.

Total	26 sm. hrs.
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b. English

(1) Oral and Written Composition	6 sm. hrs.
(2) English for the Deaf	3 sm. hrs.
(3) Electives (Children's Literature, etc.)	3 sm. hrs.

Total	12 sm. hrs.
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c. Science

(1) Anatomy and Physiology of Speech and Hearing	4 sm. hrs.
(2) Pathology of Speech and Hearing	4 sm. hrs.
(3) Physics of Sound or Elective	2 sm. hrs.

Total	10 sm. hrs.
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d. Social Science

(1) American History or Government	3 sm. hrs.
(2) Principles of Sociology or Elective	3 sm. hrs.

Total	6 sm. hrs.
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e. Mathematics (Teachers' Arithmetic or Mathematics for Deaf Children)	3 sm. hrs.
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f. Health or Physical Education	4 sm. hrs.
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g. Electives (subject matter)	7 sm. hrs.
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Total	14 sm. hrs.
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Total	64 sm. hrs.
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- h. 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 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 of additional standard college work earned since the last renewal, provided that when this certificate is renewed upon 16 semester 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

(1) Psychology (Child, General, or Abnormal, or a combination of any two)	6 sm. hrs.
(2) Psychology of the Deaf	3 sm. hrs.
(3) Tests and Measurements	3 sm. hrs.
(4) Principles of Teaching the Deaf	3 sm. hrs.
(5) Principles and Pedagogy of Lip Reading	2 sm. hrs.
(6) Principles of Teaching Corrective Speech	3 sm. hrs.
(7) Phonetics	6 sm. hrs.
(8) Practice Teaching or Clinic Practice (Oral Methods)	8 sm. hrs.
(9) Electives (At least 8 in special field)	8 sm. hrs.

Total 42 sm. hrs.

b. English

(1) Oral and Written Composition	6 sm. hrs.
(2) English for the Deaf	3 sm. hrs.
(3) Electives	6 sm. hrs.

Total 15 sm. hrs.

c. Science

(1) Biology, Chemistry, General Science, Zoology or Physics	10 sm. hrs.
(2) Anatomy and Physiology of Speech and Hearing	4 sm. hrs.
(3) Pathology of Speech and Hearing	4 sm. hrs.
(4) Physics of Sound	2 sm. hrs.

Total 20 sm. hrs.

d. Social Science

(1) Principles of Sociology or Economics	6 sm. hrs.
(2) American History or Government	3 sm. hrs.

Total 9 sm. hrs.

e. Mathematics—Teachers' Arithmetic or Mathematics for Deaf Children	3 sm. hrs.
f. Art—Public School, Industrial or Practical	2 sm. hrs.
g. Public School Music, or Rhythm for the Deaf	2 sm. hrs.
h. Health or Physical Education	4 sm. hrs.
i. Electives from subject matter fields	24 sm. hrs.
Total	35 sm. hrs.

Total 121 sm. hrs.
plus degree

- j. This certificate may be renewed every four years after three year's 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.

EMERGENCY CERTIFICATES AND MEASURES

SBE 24 and the eleven amendments to SBE 24, are hereby repealed and reenacted as the following:

1. **An Emergency Certificate** may be issued to a person under the following conditions:
 - A. The employing district board of education shall state under official oath that it is impossible to procure a teacher or teachers for the position or positions for which the emergency certificate is sought.
 - B. No emergency certificate may be issued to a person who is under 18 years of age or to a person who is over 70 years of age.
 - C. The formal application must be signed by the executive of the school district.
2. Policies for Issuance of Emergency Certificates for the School Year 1950-1951 shall be the following:
 - (1) After all legally qualified teachers have been employed and placed in positions for which the local superintendent and board of education deem desirable for them, and after this information has been certified to the State Superintendent of Public Instruction emergency teachers may be employed for the remaining positions with the provision that they meet requirements before the opening of their schools.
 - (2) New emergency certificates shall be issued only to persons who have slight deficiencies in qualifying for regular certificates.
 - (3) Reinstatement of emergency certificates shall be considered on the following basis: Successful experience, total training,

and a minimum of six semester hours of additional college work in courses related to the position, earned in the spring or summer of 1950 in residence, or in study centers, or in workshops.

- (4) Positions for which emergency teachers are not available who meet State Board requirements shall remain open and applicants for these positions shall not be employed until applications with special requests have been submitted to and approved by the State Superintendent of Public Instruction. Such applications will be considered in light of the situation in each school system with standards and requirements being held just as high as possible.

Adopted March 24, 1950

E. Helping Teachers' or Supervisors' emergency certificates

- (1) Emergency certificates valid for one year may be issued to Helping Teachers or Supervisors who were employed in that capacity in 1946-47, provided they have a minimum of 64 semester hours of college preparation, hold valid elementary certificates, and complete 8 quarter hours of approved training after the close of the 1946-47 school term. (Adopted 1947)
- (2) The above emergency certificate may be reinstated annually upon evidence of completion of 8 additional quarter hours of approved training.

F. Emergency Certificates for Teachers of Home Economics

Teachers of home economics shall be graduates in home economics from the College of Agriculture and Home Economics, University of Kentucky, or of an institution of equal rank. If, however, teachers possessing the above qualifications are not available an emergency certificate may be issued, valid for a period of one year, to persons who have completed 24 semester hours in home economics with a minimum of four quarter hours in at least four areas included in the regular home economics curriculum, such as foods, clothing, child development, home management, family relations, etc.; four quarter hours in methods in secondary education; and a total of 96 semester hours of standard college work.

3. Experience in the armed forces of the United States of America 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 held a valid certificate at the time he entered the armed forces of the U. S. A.
4. If the holder of a valid certificate enters the armed forces of the U. S. A. after July 1, 1940, the certificate in force at the time the holder entered the armed forces of the U. S. A. 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 U. S. A.

5. The Superintendent of Public Instruction is hereby authorized to grant permission to a superintendent of a local school system to transfer a legal certificate from the secondary level to the elementary level, provided that the transfer be made for one year at a time with the stipulation that eight semester hours of work directly fulfilling deficiencies in the requirements for the Provisional Elementary Certificate be completed before the second transfer is made and the same amount be earned for any renewal of the transfer until the applicant qualifies for the Provisional Elementary Certificate.
6. 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 applications for Emergency Commissions for Critic Teaching in Vocational Agriculture and Home Economics shall also be recommended by the Director of Vocational Education.
7. **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.
8. 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 certified 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.

CORRESPONDENCE AND EXTENSION

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 three-semester-hour course completed by correspondence in less than five weeks; for a two-semester-hour course completed in less than four 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 case 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 by extension more than 6 semester hours per semester, or 12 semester hours during the school year of 9 months or more than 16 semester hours within the calendar year.
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 classed as extension or non-resident work.
20. After September 1, 1947, credit for correspondence in Teaching of Reading and Children's Literature shall not be accepted in the partial fulfillment in the requirements for certification.
21. No credit in required courses in Art or Music, earned through correspondence study, may be accepted in the certification of elementary teachers. (This does not include courses earned in extension classes.)
22. No credit earned by correspondence after September 1, 1950 shall be accepted toward meeting requirements in administration and supervision for the issuance of the certificate in Administration and Supervision.
23. Work completed by correspondence in library science shall not be accepted in meeting requirements for the regular or emergency certificate which qualifies the holder to serve as part time or full time librarian.

TEACHING EXPERIENCE

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 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.

QUALIFICATIONS OF BOARD MEMBERS

1. "WHEREAS, Section 161.180, 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.

RESTORING TO UNIVERSITY OF KENTUCKY AUTHORITY TO OFFER ELEMENTARY CURRICULA AT THE TWO-YEAR LEVEL

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.

VALIDATING CITY CERTIFICATES

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.

REISSUANCE OF CERTIFICATES

The holder of a certificate No. 10,000 or above (certificates issued since September, 1935) which has expired or expires before renewal requirements have been or are completed, may be issued

a new certificate of that same type and upon the same curriculum, provided that this regulation shall apply only once to any holder of such a certificate. (Adopted April, 1946)

The holder of a certificate number 10,000 or above, (certificates issued since 1935) which has expired or expires before renewal requirements have been completed, may be issued a new certificate of the same type upon the same curriculum, provided that this regulation shall apply only once to any holder of such a certificate, and provided that it shall apply only to holders of such certificates on April 16, 1946, (the date this regulation was originally adopted), and provided further that the first renewal of a certificate issued under this regulation on less than college graduation shall require six additional semester hours of standard college work. (Adopted March 18, 1949).

CERTIFICATION OF HELPING TEACHERS

1. Minimum requirements for a certificate for a Helping Teacher or supervisor for elementary schools shall be the completion of a four-year elementary curriculum including 16 quarter hours of approved training, and including curriculum development and techniques of supervision. A prerequisite for issuance of this certificate shall be two years of teaching experience in elementary grades.
2. Helping Teachers or Supervisors new to the position after July 1, 1947, shall hold a certificate in Administration and Supervision, or a special certificate for Helping Teachers or Supervisors issued in accordance with item 1 above.
3. Helping Teachers or Supervisors now in service shall hold a certificate in Administration and Supervision, or a special certificate for a Helping Teacher or Supervisor issued in accordance with item 1 above; or a teacher's certificate issued upon completion of a four-year curriculum, or an emergency certificate for a Helping Teacher or Supervisor issued in accordance with law and regulations of the State Board of Education.

(Adopted: May 29, 1947)

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