



KENTUCKY DEPARTMENT OF EDUCATION

300 Sower Boulevard, Frankfort, KY 40601

MEMORANDUM

TO:

FROM: Associate Commissioner Rob Akers, Office of Educator Licensure and Effectiveness (OELE)

DATE: March 16, 2020

SUBJECT: COVID-19: Answers to FAQs for Student Teaching Coordinators

Student Teaching Days

- **Can Non-Traditional Instruction (NTI) days be used to meet the 70-day requirement for student teaching placement?**

Yes. NTI days are considered contractual working days for teachers and may be used if the student teacher participates with the supervising teacher.

- **Should NTI days be included in the waiver request form to the Education Professional Standards Board (EPSB)?**

While a waiver request is not needed to apply NTI days for meeting the 70-day requirement in 16 KAR 5:040, it is appropriate for the educator preparation program (EPP) to document the number of NTI days worked as part of the student teacher's experience. It is the responsibility of the EPP to document at the EPP level for their own internal records.

- **What type of documentation should the EPPs maintain on site or submit for NTI activities?**

While a waiver request is not needed to apply NTI days for meeting the 70-day requirement in 16 KAR 5:040, it is appropriate for the EPP to document the number of NTI days worked as part of the student teacher's experience. It is the responsibility of the EPP to document at the EPP level for their own internal records.

- **How should we handle university supervisors who are unable to meet the four required observations?**

EPPs should identify activities that could serve in lieu of an observation of the classroom instruction. For example, the university supervisor may observe the student teacher as he/she works with the cooperating teacher during NTI days, or other EPP supervised activity that furthers the learning of the student.

If unable to complete either condition due to the COVID-19 situation, a request to waive the regulatory requirement would be appropriate.

- **How should we address if the COVID-19 closures are extended beyond the expected timeline of spring break?**

Information submitted on waivers will change based on that occurrence. OELE can accept changes in the number of days up until the Education Professional Standards Board meeting.

- **Should waivers for inclement weather/illness and COVID-19 district closures be submitted separately or combined in one form?**

Waivers for weather/illness and COVID-19 may be combined on the same waiver and do not require separate documentation.

- **Will cooperating teachers be compensated for NTI days the same as a traditional instructional days?**

Yes. NTI days are considered contractual working days for teachers and will be treated the same as traditional instructional days.

Clinical Hours

- **How should we address if students scheduled to student teach in the fall are unable to complete their 200 hours this semester due to school closures?**

Per previous guidance from OELE, EPPs are asked to do their best to help students accumulate the required clinical observation hours. Like student teaching, the EPP may create virtual opportunities to help meet the goals of field observations. If students are unable to meet the full requirement, the EPP may submit a waiver to the EPSB for the balance of those hours.

- **Districts do not want or need practicum students in their buildings right now due to the situation, will this be considered for waivers?**

Per previous guidance from OELE, EPPs are asked to do their best to help students accumulate the required clinical observation hours. Like student teaching, the EPP may create virtual opportunities to help meet the goals of field observations. If students are unable to meet the full requirement, the EPP may

submit a waiver to the EPSB for the balance of those hours. KRS 161.028(1)(r) allows the EPSB to waive regulatory requirements in exceptional circumstances. If a waiver request is necessary, EPPs could include this information in the request to demonstrate exceptional circumstances.