



Steven L. Beshear
Governor

Terry Holliday, Ph.D.
Commissioner of Education

**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
DEPARTMENT OF EDUCATION**

Capital Plaza Tower • 500 Mero Street • Frankfort, Kentucky 40601
Phone: (502) 564-4770 • www.education.ky.gov

TO: Preschool Coordinators with Probationary IECE Certified Teachers
FROM: Annie Rooney French Ph.D.
DATE: August 20, 2009
RE: IECE Probationary Teacher Orientation Training

Districts that employ teachers holding an Interdisciplinary Early Childhood Education (IECE) Probationary certificate ([16 KAR 2:140](#)) are responsible for assuring that the teachers are enrolled in an IECE preparation program and that the teachers participate in required orientation training.

Certified IECE Probationary teachers **must** complete a minimum of twelve (12) clock hours of training approved by KDE at the beginning of school, plus another six (6) clock hours within the first three months of employment, for a total of eighteen (18) clock hours of approved orientation training. This 18 clock hours of orientation training is only required for the **first year** teachers hold the certificate. This training may be offered to teachers who hold an emergency IECE certification, but is not required.

The *Kentucky Preschool Program New Staff Orientation Training Manual* has information and an outline for the 18 clock hours of approved orientation training. As noted in the manual, districts are given flexibility in designing and delivering the required training. Options for delivery include district inservice training on the topics, use of Early Childhood Regional Training Center (RTC) conferences and workshops, as well as independent study and other locally designed delivery. The manual may be found on KDE's web page under preschool and information for preschool teachers and coordinators or click on the following link:

<http://www.education.ky.gov/KDE/Instructional+Resources/Preschool/For+Preschool+Coordinators+and+Teachers/Professional+Development+and+Certification.htm>

We also recommend using the Early Childhood core content Self Assessment form, Level 4 as a self-study to determine areas of professional development for the new teacher. This form may be found at the following link:

http://www.kentuckypartnership.org/Libraries/TIPP_Training_Resources/Level_4_Self-Assessment_Form.sflb.ashx

Use the attached form to use to verify completion of the required training for your IECE Probationary certified teachers. If you need more information, please contact me at (502) 564-7056, Fax (502) 564-6952, or e-mail: annie.french@education.ky.gov

Please collect all form(s) required to verify the 18 hour course and submit by December 2009 to:

Annie Rooney French Ph.D.
Division of Early Childhood Development
500 Mero Street, 17th Floor
Frankfort, KY 40601



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**INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION
PROBATIONARY TEACHER TRAINING
Professional Development Documentation Form
2009-2010**

Teacher Name: _____

District: _____

Social Security Number: _____

Date(s) of Professional Development Activity: _____

Number of Clock Hours: _____

Description of the Professional Development Event/Topic Covered:

Signature of Person Verifying Delivery of the above Professional Development:

Signature: _____

Title/Position: _____

Agency: _____

Make a copy of this form for each teacher and provider records, then return the original to the local school district for verification and submission to the Kentucky Department of Education.

Submit all documentation for the 2009-10 school year to Kentucky Department of Education:

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Frankfort, KY 40601
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