



This state offers certification
for individuals
NAAEE ACCREDITED

Professional Environmental Educator Certification 2016-17 Course Application Form

Instructions: To apply for the course, send a completed copy of this application, including all digitally signed pages, along with the [Self-Assessment for Environmental Educators](#), to Wesley.Bullock@ky.gov.

Also send a check or purchase order for \$200, made out to "Kentucky State Treasurer," to:
Kentucky Environmental Education Council
500 Mero Street
Capital Plaza Tower, Room 1901
Frankfort, KY 40601

Enrollment in the course is limited to the **first 25 applicants** who submit complete applications by **July 15, 2016**. Additional applicants will be placed on a waiting list, and accepted if a place in the course becomes available. Your application is not complete until all completed and signed pages of the application and self-assessment scoring tool are received by the KEEC, and your payment clears.

The application fee is refundable only:

- If you withdraw before August 15, or
- If you are unable to enroll in the course because it is full or canceled.

The Kentucky Environmental Education Council is committed to providing equal opportunities to participate in this course for all persons regardless of race, color, national origin, age, religion, sex, gender identity, sexual orientation, or disability.

Completing the form: Fields in red are required. If you are having trouble with the form, you may need to update your Adobe Reader software to the latest version.

Name of Applicant: _____

Mailing Address: _____

Phone Number: (____) ____-____ **Type of phone (home/work/cell):** _____

Email Address: _____

Course participants must be 18 years of age or older and have a high school diploma or GED. Please check the boxes below to confirm:

I am 18 years of age or older

I have a high school diploma or GED

Work/Volunteer Experience. List your most recent experience first.

Title	Organization & Address	Dates
Current Position/Role:		

Educational Experience / Certifications.

School / Certifying Organization	Field of Study & Degree / Certification	Dates

List all Environmental Education Curriculum Projects that you are certified in, if any. (e.g., Project Learning Tree; Project WET; Project WILD; The Wonders of Wetlands; Leopold Education Project; Project Food, Land, and People; Project Underground; etc.)

Project	Year of Book?	Certified as Facilitator or Educator?
Project Learning Tree (PLT)		
Project WET		
Project WILD		



Check if you are in need of accommodations for:

- Special needs
- Lack of Internet access

Check if you are a member of an environmental education organization (membership is not required):

- North American Association for Environmental Education
- Kentucky Association for Environmental Education
- Other: _____

When you educate, who is your target audience? Check all that apply:

- Pre-K – 2nd Grade
- 3rd – 5th Grade
- 6th – 8th Grade
- 9th – 12th Grade
- University
- Adult

Please describe your target audience further, including whether you teach students of diverse ethnic and socioeconomic backgrounds, students with special needs, or gifted students:

Why are you interested in taking this course?

In order to help KEEC apply for grants and report matching contributions for the course, please check below if your employer is paying:

- The course application fee
- The cost of course materials
- Travel costs





Self-Assessment Report

Instructions: Please complete the [Self-Assessment for Environmental Educators](#), available on [the application page of the KEEC website](#). Once you have completed the self-assessment, write a brief summary for each theme in the space below. Discuss your strengths as well as areas in which you need further training, and what you plan to focus on during the certification course. Limit your response to 1000 characters per box.

Environmental Literacy

Foundations of Environmental Education

Professional Responsibilities of the Environmental Educator

Planning and Implementing Environmental Education

Fostering Learning

Assessment and Evaluation

Applicant Digital Signature

Date





Code of Ethics and Standard Practices for Professional Environmental Educators in Kentucky

Statement of Purpose

The environmental educator shall comply with standard practices and ethical conduct toward students of all ages or developmental levels, professional colleagues, school officials, parents, program participants, and members of the community. Environmental educators shall safeguard academic freedom. The Kentucky environmental educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Kentucky environmental educator, in demonstrating ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Kentucky environmental educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen.

Standards

(1) Professional Ethical Conduct, Practices and Performance. (Note: the word student refers to participants of all ages.)

Standard 1.1. The educator will clearly differentiate between education and advocacy when conducting EE programs, allowing students to decide for themselves where they stand on environmental issues. The educator will refrain from making personal advocacy statements when teaching about environmental issues.

Standard 1.2. The educator shall not knowingly engage in deceptive practices regarding official policies of his or her agency or organization.

Standard 1.3. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

Standard 1.4. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

Standard 1.5. The educator shall not use institutional or professional privileges for personal or partisan advantage.

Standard 1.6. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or impart special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.

Standard 1.7. The educator shall not falsify records, or direct or coerce others to do so.

Standard 1.8. The educator shall comply with state regulations, written local school board policies, and other applicable state and federal laws.

Standard 1.9. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(2) Ethical Conduct Toward Professional Colleagues.

Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the organization.

Standard 2.3. The educator shall adhere to written policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, sex, disability, or family status.

Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(3) Ethical Conduct Toward Students.

Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

Standard 3.2. The educator shall not knowingly treat a student in a manner that adversely affects the student's learning, physical health, mental health, or safety.

Standard 3.3. The educator shall not deliberately or knowingly misrepresent facts regarding a student.

Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, sex, disability, national origin, religion, or family status.

Standard 3.5. The educator shall not engage in physical or sexual mistreatment of a student.

Standard 3.6. The educator shall not furnish alcohol or illegal/unauthorized drugs to any underage student or knowingly allow any underage student to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(4) Ethical Conduct Toward the Learning Environment.

Standard 4.1. The educator shall maintain student safety by having students follow directions and use appropriate equipment. The educator shall ensure supervision is adequate for the number of students and the particular study site.

Standard 4.2. The educator shall stay within boundaries and ask property owners before collecting artifacts or specimens.

Standard 4.3. The educator shall obey all laws protecting plants and animals. All living things are to be respected.

Standard 4.4. The educator shall collect plants or animals only if the potential benefit greatly outweighs the potential harm and only when required permits have been obtained. The educator should minimize the number of organisms collected, making every effort to keep them alive and return them to their natural habitat. Educators should avoid collecting a rare or endangered species except under special circumstances that would lead to the protection of the species.

I have read the above Code of Ethics and Standard Practices and pledge to comply with standard practices and ethical conduct. I understand that failure to uphold this pledge may result in my conduct being examined by the Certification Advisory Committee, with the possibility of my Kentucky Professional Environmental Educator Certification being revoked for failure to uphold the Code of Ethics.

Applicant Digital Signature

Date





Policies and Procedures for Certification Decisions

Certification

A participant who completes all Professional Environmental Educator Certification course requirements and achieves a passing score on all assessments will be certified by the Certification Advisory Committee of the Kentucky Environmental Education Council as a "Certified Professional Environmental Educator."

Certification from the Professional Environmental Educator Certification course will be denied if a participant:

- Fails to attend all workshops in the course, or complete assigned makeup work,
- Fails to complete all required assignments in the course, or
- Fails to achieve a passing score on all required assessments in the course.

A participant who is denied certification may be allowed to complete certification requirements in a future offering of the Professional Environmental Educator Certification course, if permission to do so is granted by the Executive Director of the Kentucky Environmental Education Council.

Withdrawal from Course

Participants may withdraw from the Professional Environmental Educator Certification at any time. A participant who withdraws from the course may be allowed to complete certification requirements in a future offering of the Professional Environmental Educator Certification course, if permission to do so is granted by the Executive Director of the Kentucky Environmental Education Council.

Dismissal from Course

The Executive Director of the Kentucky Environmental Education Council may dismiss from the Professional Environmental Educator Certification course any participant who:

- Fails to attend any part of a workshop,
- Fails to complete any assignment in the course, or
- Fails to treat fellow course participants or instructors with respect.

Participants who miss any part of a workshop or miss an assignment deadline should contact the Executive Director, provide a reason, and seek permission to continue the course. Participants who are dismissed from the course will not be allowed to participate in future offerings of the course.

Refunds of Course Fees

Fees paid for course registration and materials will be refunded to applicants who withdraw before July 15, 2016. No refunds will be issued after that date unless the course is full or canceled by KEEC.

Appeals and Grievances

A Professional Environmental Educator Certification course participant may appeal the Executive Director's decision of dismissal or denial, or the Executive Director's decision not to allow participation in a future offering of the course. The appeal must be made in writing to the Executive Director within 30 days of the participant's receipt of the decision. The appeal will be considered by the Certification Advisory Committee of the Kentucky Environmental Education Council before the beginning of the first workshop of the next scheduled offering of the Professional Environmental Educator Certification course. The Certification Advisory Committee's decision on any appeal is final and may not be appealed.

A Professional Environmental Educator Certification course participant who has a complaint about the scoring of an assessment should lodge the complaint with the Executive Director. The Executive Director's decision on an assessment score is final and may not be appealed.

Revocation of Certification

The Certification Advisory Committee will revoke the certification of a Certified Professional Environmental Educator who:

- Fails to complete recertification requirements by the annual deadline, or
- Fails to abide by the Code of Ethics.

The Kentucky Environmental Education Council will provide an annual report to the Certification Advisory Committee on whether Certified Professional Environmental Educators have completed recertification requirements. Anyone may report to the Kentucky Environmental Education Council or the Certification Advisory Committee a complaint regarding the ethics of a Certified Professional Environmental Educator. The Certification Advisory Committee's decision on revoking certification is final and may not be appealed.

Agreement and Signature

I understand and agree to abide by all of the above policies regarding Certification, Denial of Certification, Withdrawal from the Course, Dismissal from the Course, Refunds of Course Fees, Appeals and Grievances, and Revocation of Certification.

Applicant Digital Signature

Date





Informed Consent

Principal Investigator: Elizabeth Schmitz, Executive Director, Kentucky Environmental Education Council (KEEC)

KEEC invites you to participate in learner assessment and course evaluation of the Professional Environmental Educator Certification program. Instructors and course administrators strive to model best practices by assessing learner gains and evaluating course outcomes. The agency also must demonstrate effectiveness to Kentucky's legislature.

If you agree to participate in the course, you will be asked to complete a series of assessments and evaluations. You will benefit directly from participating because KEEC strives for mastery learning. We expect participants to graduate with a standard level of competency, and will work with students to ensure that learning targets are met. Future course participants will benefit from your help, as KEEC will use assessment and evaluation results to improve the course annually.

Participating in the course is entirely voluntary, and participants may discontinue at any time. However, participants in the course are required to complete all assessments. Individually identifiable data is not sensitive and will be kept in a secure location. Any published data will be aggregated or anonymous. Participants will not be given compensation for their participation in evaluations or assessments.

Consent

By signing this document, you agree to KEEC collecting data from you as a result of your participation in the course. You will be given a copy of this document and all coursework for your records, and originals will be kept with course records. Be sure that questions you have about the course have been answered, and always feel free to contact course instructors or KEEC staff with any questions in the future.

I agree to participate in this course, in associated course assessment and evaluation exercises, and to have the data used to evaluate and promote the course.

Applicant Digital Signature

Date



Photo Release

Kentucky Education and Workforce Development Cabinet
Kentucky Environmental Education Council
500 Mero Street
Capital Plaza Tower, Room 1901
Frankfort, KY 40601

Permission to Use Photograph and Video

Subject: Professional Environmental Educator Certification Program
Class Year: 2016-17
Location: Kentucky (statewide)

I grant to the Kentucky Environmental Education Council, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize the Kentucky Environmental Education Council, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that the Kentucky Education and Workforce Development Cabinet may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Applicant Name _____

Organization Name (if applicable) _____

Address _____

Applicant Digital Signature

Date