Certified Professional Environmental Educator Reinstatement Course Application

OVERVIEW

Purpose

The Reinstatement Course allows individuals who have completed Kentucky's Professional Environmental Educator Certification course, but who lost their certification after not completing renewal requirements, to regain their certification.

Eligibility

The Reinstatement Course is open to all individuals who lost their certification, regardless of when they received their certification or last renewed.

Summary of Requirements

In addition to completing your regular certification renewal requirements for the upcoming year, you must also complete a 20-hour project that will assist the development of environmental education in Kentucky.

Fee

The Reinstatement Course fee is $25

Deadlines

The application may be submitted at any time. Completed reinstatement requirements are due by January 30, 2017.

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INSTRUCTIONS

Submit the Application

1. Read the descriptions of Project A and Project B.
2. Choose either Project A or Project B.
3. Formulate an initial idea for a project proposal.
4. Consult with the affected organization.
    a. Project A: Have program evaluation projects approved by the director of the program to be evaluated.
    b. Project B: Have master plan implementation projects approved by the director of the lead organization for the objective to be implemented. If no lead organization is listed, contact KEEC.
5. Complete the project proposal for either Project A or Project B.
6. Complete your contact information.
7. Complete either page 7 or 8: the project proposal
8. Complete page 9: your contact information.
9. Submit this application to wesley.bullock@ky.gov for KEEC approval.
10. Send a check for the $25 Reinstatement Course fee, made out to "Kentucky State Treasurer", to KEEC, 500 Mero Street, CPT Rm 1901, Frankfort, KY 40601.
11. Submit a signed copy of the Code of Ethics by email to wesley.bullock@ky.gov , fax to 502-564-6784, or mail to KEEC, 500 Mero Street, CPT Rm 1901, Frankfort, KY 40601.

Complete the Reinstatement Course

Once your application and project are approved by KEEC:

1. Spend a minimum of 20 hours working on the project.
2. Submit the completed project report and time log to wesley.bullock@ky.gov by January 30, 2017.
3. Complete all regular annual renewal requirements by January 30, 2017, including
    a. Submit the Continuing Education Report Package
        i. Note: you may choose any method of Continuing Education except Mentoring – Mentor someone in the field of EE
    b. Complete the Renewal Course
    c. Submit the Renewal Course Fee

PROJECT DESCRIPTIONS (Choose Project A OR Project B to submit proposal)

PROJECT A: Evaluate the effectiveness of an environmental education program

Review the *Nonformal Environmental Education Programs: Guidelines for Excellence*, which you will use as the basis for an evaluation of an environmental education program.

Select a program to evaluate. The program may be of any size or length. If the program is not one that you direct, secure permission from the director to get access to the non-confidential documentation and information necessary to reach conclusions about each characteristic of the program.

For each sub-characteristic (e.g., 1.1) under the Key Characteristics of the *Nonformal Environmental Education Programs: Guidelines for Excellence*, you will gather and report the following information about the program:

- A rating of 1-7 based on the below chart (adapted from the Early Childhood Environmental Education Rating Scale)
- Evidence supporting your rating and comments about the strengths and areas for improvement in that sub-characteristic

Implementation Stage and Rating Score:	**Description:**
Not implemented: Rating Score of 1	No discussions have been had about this practice.
Not implemented: Rating Score of 2	Discussions have been initiated, but there has been no impact on the practice.
Partially implemented: Rating Score of 3	There is recognition of the importance of the practice; changes are being discussed and are starting to be implemented.
Partially implemented: Rating Score of 4	There is recognition of the importance of the practice; changes are being made but it is not widespread.
Partially implemented: Rating Score of 5	The practice is widespread, although there may be gaps or issues that need to be resolved.
Fully implemented: Rating Score of 6	The practice is widespread and has been in place for less than a year.
Fully implemented: Rating Score of 7	The practice is widespread and has been in place for a year or more.

For additional assistance with evaluation methods, see My Environmental Education Evaluation Resource Assistant.

Project A Report Format

When your project proposal is approved you may begin creating your report and time log. If you chose Project A, base the format of your report and time log on the samples below.

Project report sample entry:

Key Characteristic: 1.1) Environmental Issue or Condition:

Not implemented		Partially implemented			Fully implemented	
1	2	3	4	5	6	7

- The program is designed to address water quality in a specific neighborhood through educational events.
- The environmental issue is identified in the grant application for the program's funding.
- The grant application includes a report on the 5-year water quality history and a plan for how education can improve water quality.
- The grant was submitted and approved within the past year.

Sample time log

Date	Hours	Description
October 20, 2015	2.5	Reviewed grant application for program funds

PROJECT B: Help implement a specified objective of the 2015-2020 EE Master Plan for Kentucky

Review the below list of selected objectives of Goals 1-4 found on pages 16-17 of the 2015-2020 EE Master Plan for Kentucky. Choose an objective (the lettered bullets below each goal) that you would like to help implement, and come up with an idea for a project that would help with implementation.

For example, for Goal 1 Objective A, you could volunteer at a school to implement environmental education for in-school or after-school programs. For Goal 2 Objective B, you could assess your own community for audiences that are underserved by environmental education, such as neighborhood associations, and work with a member of that audience to identify the best way to reach them with an EE program. For Goal 4 Objective A, you could help with data collection or data entry for an existing EE Center research project.

For project ideas or to ensure that your project is feasible, before you spend a lot of time on your proposal, discuss your plan with the director of the lead organization listed at the end of each objective. If no lead organization is listed, contact the KEEC Executive Director.

The lead organization directors are:

- KAEE: Ashley Hoffman, director@kaee.org
- KEEC: Elizabeth Schmitz, elizabeth.schmitz@ky.gov
- KUPEE: Billy Bennett, william.bennett@eku.edu

Goals and Objectives of the 2015-2020 EE Master Plan for Kentucky

Goal 1: Integrate EE into the lifelong learning of Kentuckians.

A. Support implementation of the KELP to enhance EE in public and private K-12 schools.

B. Model EE methods and assessments by providing pre-service and in-service EE workshops for administrators, teachers and curriculum developers, including how to holistically integrate EE throughout an entire school.

C. Support and/or develop programs that encourage lifelong EE for all Kentuckians.

E. Continue to provide professional development training for nonformal environmental educators, e.g., Project WET, Project Learning Tree, Project WILD, Project Underground, Communicating about Environmental Issues.

F. Expand the development of pre-K programs that follow the NAAEE Early Childhood Environmental Education Programs: Guidelines for Excellence. (Lead organization: KAEE)

H. Partner with the KDE to develop KCAS training for non-formal environmental educators. (Lead organizations: KAEE and KEEC)

Goal 2: Expand Kentucky's cohesive and diverse network of EE providers.

A. Identify gaps in Kentucky's existing EE networks and build partnerships with new or existing environmental educators, programs or entities in order to further the reach and expertise of the EE field.

B. Identify barriers that prevent underserved audiences from participating in EE efforts, seek to eliminate these barriers, and increase participation from underserved audiences.

C. Increase the flow of information between EE organizations and environmental educators about quality training, resources and programs. (Lead organizations: KAEE and KEEC)

D. Work with partners around the Commonwealth to establish 3-4 regional communities of practice for EE. (Lead organization: KAEE)

Goal 3: Increase Kentuckians' awareness of and support for EE.

C. Conduct a needs assessment to better facilitate experiences that connect the public with the outdoors. (Lead organization: KAEE)

Goal 4: Verify the success of EE in Kentucky through research, development and evaluation of environmental education efforts

A. Identify and address the top five research priorities to improve delivery and demonstrate the importance of EE in Kentucky. (Lead organization: KUPEE)

C. Survey graduates of the Professional Environmental Educator Certification course to determine the impact of the program for individuals, as required for programs accredited through NAAEE. (Lead organization: KEEC)

Project B Report Format

After your project proposal is approved you may begin creating your report and time log. If you chose Project B, base the format of your report and time log on the samples below.

Project report:

In 2-3 pages, describe the results of your implementation of the objective, including detailed information about the progress made toward the measurable outcomes that you identified in your proposal

Sample time log

Date	Hours	Description
October 20, 2015	2.5	Designed survey template in SurveyMonkey

PROJECT PROPOSAL (Choose Project A OR Project B)

Project A Proposal

Environmental Education program to be evaluated: _____

Organization that conducts the program: _____

Director of the organization that conducts the program: _____

If you are not the director of the program, have the director send an email to wesley.bullock@ky.gov including the following text:

> I give [your name] permission to evaluate [name of environmental education program] based on the *Nonformal Environmental Education Programs: Guidelines for Excellence*. I will do my best to support the evaluation and provide the non-confidential documentation and information necessary to reach conclusions about each Key Characteristic of the program. I understand that the results of the evaluation with be shared with the Kentucky Environmental Education Council and the Certification Advisory Committee for the purpose of determining that the evaluation was completed, but that the results will not be released to the public nor will they be used to make any decisions about the program or the organization that conducts it.

What is the projected timeline for completion of the report (include major milestones):

Fill out Page 7 (or Page 8), along with Page 9, and submit the application to wesley.bullock@ky.gov.

PROJECT PROPOSAL (Choose Project A OR Project B)

Project B Proposal

2015-2020 EE Master Plan for Kentucky objective to be implemented: _____

Lead organization listed for the objective (if none is listed, write KEEC): _____

Date that you contacted the lead organization: _____

In 2-3 paragraphs, describe how you will work on implementation of the objective, including

- Measurable outcomes that you expect to achieve, and
- A timeline with major milestones

Fill out Page 8 (or Page 7), along with Page 9, and submit the application to wesley.bullock@ky.gov.

YOUR CONTACT INFORMATION
(Submit with your Project Proposal)

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____

Email: _____

Fill out Page 9, along with Page 7 or 8, and submit the application to wesley.bullock@ky.gov.