Kentucky Environmental Education Certification Program
Guidelines for Designing Your CE Plan

Apportionment of credits: Over the two-year period, CE credits should be apportioned in the following combinations.

- Environmental Literacy (knowledge of environmental processes and systems (Theme #1 in the Guidelines for the Preparation and Professional Development of Environmental Educators) **10 credits** (see - http://www.naaee.org/programs-and-initiatives/guidelines-for-excellence/materials-guidelines/educator-preparation)
- Foundations of EE – (Theme #2) **4 credits**
- Professional Responsibilities of the Environmental Educator (Theme #3) **– 8 credits**
- Instruction and Evaluation (Themes # 4,5,&6) – **10 credits**
- Electives – **8 credits** (graduates may choose from among any of the above categories to earn CE credits under electives.)

1. **Appropriate venues for CE credits include any of the following. Each venue must provide education or training specifically related to one of the guidelines.**

   - Formal college courses
   - Workshops
   - Conferences (e.g. – KAEE/NAAEE/Water Watch)
   - Public meetings
   - Leadership: This includes providing instruction for workshops, courses, interpretive programs, etc. organized or taught for the first time by the graduate and/or service on a board of directors whose work is directly related to EE. This component provides an automatic **10 credits** and can only be used once during a two-year period.
   - Reading or other self directed study. This component provides an automatic **10 credits** and can only be used once during a two-year period.

2. **Documentation: Graduates must turn in documentation for the CE credits they receive. Appropriate documentation would include the following.**

- College courses: Any document that shows completion of the course. May include a brief letter signed by the instructor.
- Workshops: Receipt, program or other document showing attendance at the workshop.
- Conference: Program or agenda of the conference with pertinent sessions highlighted.
- Public Meetings: Notice of meeting, written agenda, or brief synopsis (written by graduate) of what occurred at the meeting.
- Leadership: Brief synopsis (written by graduate) of new information or skills gained while planning the workshop, program, interpretive hike, etc; document showing proof of service on an appropriate board.
- Reading or self study: Brief synopsis (written by graduate) of new information or skill gained from the reading or self study.