



Certified Professional Environmental Educator Annual Continuing Education Report Form

Certified Professional Environmental Educators wishing to maintain their certification with the Commonwealth of Kentucky are required to complete and submit this form on an annual basis. In addition, individuals must take a **Renewal Course** and **pay a \$25 Renewal Course Fee**.

Completed forms and checks (made out to Kentucky State Treasurer) should be submitted to wesley.bullock@ky.gov, or mailed to Kentucky Environmental Education Council, 300 Sower Boulevard, 4th Floor, Frankfort, KY, 40601, or faxed to (502) 564-4332.

1) Name:

2) Year of Report (YYYY):

NOTE: Reports are for ONE calendar year (Jan 1 – Dec 31) only.

3) Choose your preferred primary address:

Address (Street, City, ST Zip):

4) Indicate the county in which you primarily work, or indicate that you work statewide:

5) Phone:

Indicate type:

6) Choose your preferred primary email address:

NOTE: Please provide both email addresses. We will only use the primary email to contact you unless that email is no longer valid. The secondary email will be a last resort method of contact.

Work Email:

Check if you do not want email distributed

Personal Email:

Check if you do not want email distributed

7) Current environmental education employment or volunteer work, if any:

8) If your certification helped you attain employment or volunteer work, please describe the circumstances:

9) Estimate, as accurately as possible:

- a. **how many total students you reached as an environmental educator in Kentucky this year:**

- b. **how many pre-K students you reached as an environmental educator in Kentucky this year:**

- c. **how many K-12 students you reached as an environmental educator in Kentucky this year:**

- d. **how many adult students you reached as an environmental educator in Kentucky this year:**

- e. **how many times you visited a K-12 classroom in Kentucky to conduct environmental education this year:**

10) Briefly describe how you estimated the numbers in question 8 (i.e., do you have a tracking system for student numbers):

11) If you assess the impact of your environmental education programs, please describe your assessment process:

12) Check if you are a member of an environmental education organization:

NOTE: membership is not required.

North American Association for Environmental Education (NAAEE)

Kentucky Association for Environmental Education

Other(s):

13) Instructions: Complete Parts A-B, then sign and date your completed form.

- A) List the activities you completed to fulfill your professional development goals as a Certified Professional Environmental Educator.

NOTE 1: You are only required to complete three rows in Table A. Ensure that each row designates a different Activity Method in Column A. Use the drop-downs to make your selections.

NOTE 2: You may use the [Self-Assessment for Environmental Educators](#) to help you complete Column C. Use the drop-downs to make your selections.

NOTE for new Graduates of the Professional Environmental Educator Certification (PEEC) course: If you graduated during the reporting year, you are not required to have three activities. You may simply list participation in the PEEC course along with the year of the course (e.g., 2013-14).

| Table A: Professional development completed during reporting year | | |
|---|--|--|
| Completed Activity (Select Method*) | Description (e.g., book title, Conference type, etc. Include date of event & number of hours.) | This helped me with the following skills |
| <i>Example (Choose from dropdown) Present on EE at a conference</i> | <i>(Type in text) Presented session on wetland restoration at 2014 KAEE Conference (1 hour).</i> | <i>(Choose from drop-down) Guideline 4.2: Knowledge of instructional methodologies</i> |
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* You must choose a minimum of three different methods of improvement each year.

B) Based on your Self-Assessment, choose three activities that you plan to complete as part of your professional development next year. Provide a brief description of the activities. Using the Self-Assessment, select the Theme and Competency areas that each activity will address.

| Table B: Professional development planned for next year | | |
|--|---|---|
| Proposed Activity (Select Method*) | Description (e.g., book title, Conference type, etc.) | This will help me with the following skills |
| <i>Example: (Choose from drop-down) Conduct research on EE</i> | <i>(Type in text) Research and identify government agencies and other organizations that can assist with starting a recycling program in my school.</i> | <i>(Choose from drop-down) Guideline 1.4: Personal and civic responsibility</i> |
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By signing below, I certify that the above information is true and accurate to the best of my knowledge. I also certify that I have read the [Code of Ethics and Standard Practices for Professional Environmental Educators in Kentucky](#), and I 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 a Review Panel of my EE Certified peers, with the possibility of my Kentucky Professional EE Certification being revoked for failure to uphold the Code of Ethics. If signing electronically, I acknowledge that my typed name on the signature line shall serve as my actual signature.

Signature

Date

Printed Name