



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 either

- By email to wesley.bullock@ky.gov, or
- By mail to our **NEW ADDRESS**:
Kentucky Environmental Education Council
500 Mero St., 4th Floor
Frankfort, KY, 40601.

1) **Name:**

2) **Address (Street, City, State Zip):**

Address type:

3) **County in which you primarily work:**

4) **Phone:**

Phone type:

5) **Primary email:**

Check if you do not want email distributed

6) **Secondary email:**

(Note: your secondary email address will not be distributed, and it will be used to contact you only if your primary email address is no longer valid)

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 people 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 adults 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 past year, you are not required to have three activities.

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>

* 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>

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