



Kentucky Environmental Education Council (KEEC)  
Certification Advisory Committee Meeting Minutes  
May 13, 2013

**Meeting Location:** Room 2107, Capital Plaza Tower, 500 Mero Street, Frankfort, KY

**Committee Members in Attendance:** Elizabeth Schmitz, Michelle Shane, Joe Baust (by phone), Billy Bennett (by phone), Roberta Burnes (by phone), April Haight (by phone), Ashley Hoffman (by phone), Henrietta Sheffell (by phone), Deb Spillman (by phone), Melinda Wilder (by phone), Terry Wilson (by phone).

The Certification Wiki can be found at <http://ky-ee-certification.wikispaces.com>. If you have trouble accessing the Wiki, please contact Michelle Shane and she can work with you to make sure you have access.

**Grandfathering/transfer question: For those who have obtained an Environmental Educator Certification from out of state, can their Certification transfer to Kentucky?**

- This question sparked a lively discussion. The CAC agreed that Kentucky's Certification is extremely robust and that for an out of state certification to transfer, an individual would be required to:
  1. Attend one workshop, preferably the first weekend workshop, and
  2. Complete all Kentucky Certification assessments: the Self-Assessment, Environmental Literacy Quiz, Debate Paper (optional to participate in the in-person debate), History of EE Essay Questions, and the Unit of Study.
  3. They would also pay the \$50 registration fee.
  4. Accreditation may ultimately change this policy. Once Kentucky's course is accredited, it is likely that we will only be able to accept transfers for graduates of other accredited programs.

**Continuing Education (CE) Question(s):**

1. **What timeline and protocols do we want to implement for Continuing Education?**
2. **As we move forward with implementing a new protocol for Certification Continuing Education, what will be the requirements for those who have fallen behind in CE requirements? Will they be allowed to submit paperwork for previous years? Will they be required to take the course again in order to become a Certified Environmental Educator?**

- Previously, the group discussed and agreed unanimously to make the following changes to CE protocols:
  1. No CE Plan requirements
  2. CE Report + documentation ONLY
  3. Annual submission of CE Report – No staggered/every-other year submissions
- A CE Report Review committee will be convened to review CE submissions. Each submission will have three separate reviewers. Reviews can be completed remotely if needed. We are seeking individuals to serve as the initial Review Committee, please contact Elizabeth Schmitz if you are willing to volunteer. Serving on the CE Review Committee will qualify for Continuing Education Credits.
- Free training must be offered on the requirements for Continuing Education – i.e. CE protocols, forms, etc. – KAEE conference and webinars were suggested venues for CE requirements training.
- The suggestion was made that “recertification” through CE Report Submittals should incur a fee in the amount of between \$25-50. This fee could help cover administrative costs associated with CE Report review and issuance of certificates.
- Timeline for CE Reporting and Review:
  - a) Suggested deadline for CE Reports was the KAEE Annual Conference. This would allow Certified Environmental Educators to ask questions in person at the conference, and also to bring hard-copy documentation with them for submittal. It might be possible for KEEC to set up a CE Report Submission station at the KEEC booth during conference.
  - b) October – November would serve as the window for review of CE submissions, resubmission of CE Reports if reviewers find errors or need clarification.
  - c) All CE Report Submittals would be scored and Certificates sent by December 31 of each calendar year. Certificates would have a year listed on them (i.e. Certified for the 2013 calendar (or school) year.
- Continuing Education year would be the calendar year (?).
  1. *Question for discussion at the next meeting: If the deadline for submissions is September, when would people report activities from Oct – Dec of that year? KAEE, NAAEE, and KSTA all take place during that window and are key PD opportunities for many environmental educators. Can they report them as anticipated, and submit documentation after the event (and after submitting paperwork), or can they submit last year’s fall PD in this year’s report?*
  2. *Suggestion: Use the previous “school year” as the reporting year (i.e. August 1, 2012 – July 31, 2013). This may help people stay current, while granting them approximately 6 weeks from the close of the CE year until CE Reports are due.*