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Stephen L. Pruitt, Ph.D.  
Commissioner of Education

**KENTUCKY DEPARTMENT OF EDUCATION**

Capital Plaza Tower • 500 Mero Street • Frankfort, Kentucky 40601  
Phone: (502) 564-4770 • [www.education.ky.gov](http://www.education.ky.gov)

TO: Preschool Coordinators with Probationary IECE Certified Teachers  
FROM: Annie Rooney French Ph.D.  
DATE: September 2017  
RE: IECE Probationary Teacher Orientation Training

Districts that employ teachers holding an Interdisciplinary Early Childhood Education (IECE) Probationary certificate ([16 KAR 2:140](#)) are responsible for assuring that the teachers are enrolled in an IECE preparation program and that the teachers participate in required orientation training.

Certified IECE Probationary teachers **must** complete a minimum of twelve (12) clock hours of training approved by KDE at the beginning of school, plus another six (6) clock hours within the first three months of employment, for a total of eighteen (18) clock hours of approved orientation training. This 18 clock hours of orientation training is only required for the **first year** teachers hold the certificate. This training may be offered to teachers who hold an emergency IECE certification, but is not required.

The *Kentucky Preschool Program New Staff Orientation Training Manual* has information and an outline for the 18 clock hours of approved orientation training. As noted in the manual, districts are given flexibility in designing and delivering the required training. Options for delivery include district inservice training on the topics, use of Early Childhood Regional Training Center (RTC) conferences and workshops, as well as independent study and other locally designed delivery. The manual may be found on KDE's web page under preschool and information for preschool teachers and coordinators or click on the following [link](#) or <http://education.ky.gov/curriculum/conpro/prim-pre/Pages/Preschool-Professional-Development-and-Certification.aspx>

Use the attached form to use to verify completion of the required training for your IECE Probationary certified teachers. If you need more information, please contact me at (502) 564-7056 x 4736 or e-mail: [annie.rooney-french@education.ky.gov](mailto:annie.rooney-french@education.ky.gov)

Please collect all form(s) required to verify the 18 hour course and submit by December 2017 or within 3 months of initial employment to:

Kentucky Department of Education  
Division of Program Standards  
500 Sower Blvd. 5<sup>th</sup> Floor  
Frankfort, KY 40601

**INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION  
PROBATIONARY TEACHER TRAINING  
Professional Development Documentation Form  
2017--2018**

Teacher Name: \_\_\_\_\_

District: \_\_\_\_\_

Date(s) of Professional Development Activity: \_\_\_\_\_

Number of Clock Hours: \_\_\_\_\_

Description of the Professional Development Event/Topic Covered (please do not include orientation that all teachers are required to have such as blood pathogens, safety, etc.):

Signature of Person Verifying Delivery of the above Professional Development:

Signature: \_\_\_\_\_ Printed name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Agency: \_\_\_\_\_

Make a copy of this form for each teacher and provider records, then return the original to the local school district for verification and submission to the Kentucky Department of Education.

Submit all documentation for the 2016-17 school year to Kentucky Department of Education:

Annie Rooney French Ph.D.  
Division of Program Standards  
500 Sower Blvd. 5<sup>th</sup> Floor  
Frankfort, KY 40601

Information may be scanned and sent electronically to: [annie.rooney-french@education.ky.gov](mailto:annie.rooney-french@education.ky.gov)