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**Kentucky Rank Advancement Academy Guide**

**Leadership Pathway**

**Micro-Credential Option**

Sponsored by:

Kentucky Education Association

National Education Association

And

Western Kentucky University



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**Introduction**

CEO Plan II allows districts, groups of districts, and Kentucky institutions of higher education with EPSB-approved educator preparation programs to submit a continuing education option plan to the EPSB for approval. Satisfactory completion of these planned programs would allow educators to grow in their profession and achieve rank change through field-based experience, research and approved professional development.

The National Education Association, Kentucky Education Association, and Western KY University have partnered to bring educators an alternative option to earning advanced degrees for rank change in Kentucky. Educators across the state can now earn rank change through a micro-credential-based program that provides opportunities for career and compensation advancement AND qualifies for 12 hours of higher education credit toward our partnering institution.

**Overview of Micro-Credentials:**

***What is a micro-credential?***

Micro-credentials (“MCs”) are earned by demonstrating competency in a specific skill via classroom practice. To earn a micro-credential, an educator builds a portfolio of evidence that demonstrates their competency. The portfolio is evaluated by a practicing educator and certified assessor who assesses the submission against a set of competency indicators and provides feedback on the submitted evidence.

Competency-based learning is unlike traditional professional learning in many ways. It requires practice to reach a point of full demonstration of a targeted skill. Putting knowledge and understanding into practice is at the center of this approach. It is a more in-depth approach that requires educators to capture evidence of their competence. This process unfolds over several days or weeks and each Micro-credential requires an average of 15 clock hours to complete. This mode of learning is new to most educators and provides an opportunity for more relevant and meaningful learning. Many educators who engage in competency-based learning describe the outcomes as transformational.

While this may be a different way of learning for some (learning by doing), the support built into the program is there to help you along the way. The Rank Advancement Platform provides a flexible way to engage with the material and submit your evidence for assessment.

It is important to understand that a micro-credential is not a pass-fail test, but a reflective learning experience where you may not earn the micro-credential on the first try. That is ok, you will get feedback and can apply feedback to achieve the credential.

Kentucky Rank Advancement Academy

 Leadership Pathway

 Program Overview

**Rank Academy Enrollment**

*Phase 3*

**Capstone Project**

**Candidate Presentation**

**WKU- Review Course**

**KY Rank Advancement Academy Completion**

*Phase 2*

**WKU LULA Academy**

**10 Micro-credentials**

**WKU/NEA/KEA**

*Phase 1*

**EDU 580**

**Research Course**

**WKU- 3 hr. Course**

**Program Benefits:**

Kentucky Rank Advancement Academy program offers educators the opportunity for career and compensation advancement. By completing this program, educators will be eligible for a rank change in the state of Kentucky (Rank III to Rank II or Rank II to Rank I). This program has four primary benefits:

 **Lower-Cost**

The program is a lower-cost alternative to earn a graduate degree. It allows the opportunity to attain up to 9 graduate credit hours toward a Teacher Leader Endorsement and additional rank advancement with a higher education institution.

**Salary Advancement**

Completion of the program enables educators to seek salary advancement on their district salary schedule. This completed CEO is then submitted to the Education Professional Standards Board (EPSB) for your official Rank Change and attainment of salary advancement. Check your local district’s pay scale to see how a rank change will benefit you financially.

**Job-Embedded Learning**

Micro-credentials enable educators to demonstrate competence in their work. Thus, much of your micro-credential is completed by documenting actual classroom practice and job embedded.

**Leadership Pathways**

When using this Leadership Pathway Micro-credential Program you will identify and select micro- credentials that will impact your desired interest in Leadership skills for the school year. These ten (10) micro- credentials will help you gain mastery in teacher leadership while allowing you to impact your classroom, students, school and district.

**Program Details:**

***Program Requirements***

To be eligible for course credit in the Kentucky Rank Advancement Academy – Leadership Pathway Option, an educator is required to do all the following:

* Enroll to be a graduate student at WKU.
* Complete a 3-hour Research Course through WKU EDU 580
* Select ten (10) micro-credentials based on and outline with WKU LULA Criteria.
* Participate in each of the virtual LULA sessions. (according to the scheduled timeline)
* Agree to regularly collaborate with an assigned KEA Program mentor throughout the course of the program. This will include a minimum of 15 hours (including synchronous and asynchronous support). This support will be documented by the mentor/ facilitators over the course of the program.
* Complete the final Capstone Project & Presentation to be evaluated through WKU for completion of the CEO Program requirements.

**Rank Academy- Leadership Option Start Dates:**

Beginning with the Summer 2025, educators can enter the Leadership program 1 time per year to ensure that the program integrity is maintained throughout the timeline of work that is to be completed.

Below are the registration and start dates our first cohort beginning in July of 2025.

|  |  |
| --- | --- |
| **Academy Cohort Class** | **Registration Window** |
| July | April 15-June 15 |
|  |  |

**Pre-enrollment/Enrollment Process**

Prior to signing up and committing to the program, NEA, KEA & WKU, will provide a comprehensive pre-enrollment process. The purpose is to ensure there is clarity on the requirements of the program, the components of competency-based learning, the available supports and timeline for completion.



**Pre-enrollment/Enrollment Process steps are as follows**:

**Pre-Enrollment Process**

|  |  |
| --- | --- |
| **Introductory Video:**  | Educators will have access to an introductory video that outlines the core elements of the Program. After completing this course educators will be prompted to complete our interest survey to ask any additional questions that they may have.  |
| **Complete an Interest Survey** | This short survey allows a potential candidate to indicate their interest in gaining further information about the program and take the next steps toward deciding if this option is right for you. |
| **Program Overview Course & FAQ Session**  | Interested educators will create an account and enroll into a Program Overview Course. This will give you a deeper understanding of the entire KY Rank Academy CEO Leadership Pathway, including full details of the program, requirements, costs, and timelines. You may also have access to the FAQ’s and the opportunity to attend a counseling session with a KEA Program Mentor if additional questions are needed.  |
| **What is a Micro-credential?** **Course** | This asynchronous course can be taken by potential candidates to better understand the how the NEA Micro-credentials are designed, structured, and scored. This course will be a requirement for each candidate of the Kentucky Rank Advancement Academy prior to the Orientation meeting.  |
| **Review of Kentucky Rank Advancement Academy Guide- Leadership Pathway Option:** | The Program Guide will provide all details and requirements of the program for you to attain your CEO with the Leadership Pathway.  |
| **WKU Graduate Student Enrollment** | ALL candidates MUST complete and be accepted into WKU as a graduate student to officially begin the program. You will want to verify your qualifications and begin the paperwork for this process. Once you have registered with KEA for your cohort, you will receive a follow-up email that contains your step-by-step directions on how to enroll into the WKU Graduate School.  |

**Enrollment Process**

|  |  |
| --- | --- |
| **Enroll into the Kentucky Rank Advancement Academy Leadership Pathway Cohort** | Register for the July Cohort of the Leadership CEO Program. IMPORTANT: There is a limited to 25 educators per cohort. |
| **Payment of Academy Enrollment Fee** | KEA Members receive their Micro-credentials for FREE, however, there is a one-time enrollment fee of $800 for KEA members. Participants that are NOT KEA Members follow the Potential KEA Member pricing guidelines. They receive their Micro- credentials at an additional cost per micro- credential and a one-time enrollment fee of $1600. This fee is used to support the work of your KEA Micro-credential PLC Facilitator/ Mentor through the process. You can pay via credit card. You will learn more about the payment process in the Program Cost & Payment Options section below.IMPORTANT: YOU MAY ENROLL IN THE COHORT AND SECURE YOUR SPOT, BUT…YOU CANNOT BEGIN THE COHORT UNTIL YOU HAVE ENROLLED AND BEEN APPROVED AS A WKU GRADUATE STUDENT.  |
| **Candidate Survey:**  | To ensure this right mentor is assigned, each educator will submit a survey to help KEA Program Mentors understand how to best provide support moving forward. The form will provide KEA Program Mentors with important information, including grade levels and content areas of instruction, current Rank status, comfort level using online platforms and related technology, as well as confirmation of ability to access students, meet virtually with a KEA Program Mentor and KEA Micro-credential PLC Facilitator/ Coach, and feel comfortable receiving evidence-based feedback.Access to this survey will be granted at orientation and completed within that orientation meeting.  |
| **Program Commitment Contract** | Each interested educator will indicate commitment to enrollment by signing a contract of agreement reflecting the Program requirements described and discussed herein, as well as in the counseling session with the KEA Program Mentor and informational videos and courses provided.  |
| **WKU Graduate Student Enrollment****\*\* REMINDER: if you have not submitted your application to WKU, you MUST have an approval into the graduate program prior to our Orientation.**  | ALL candidates MUST complete and be accepted into WKU as a graduate student to officially begin the program. You will want to verify your qualifications and begin the paperwork for this process as soon as you pay your registration fee and receive your step by step instructions. The completion of this process officially reserves your spot in an Academy Cohort. \*AFTER YOU HAVE PAID YOUR ENROLLMENT FEE TO KEA, A MESSAGE WILL BE SENT WITH THE STEP BY STEP DIRECTIONS ON HOW TO ENROLL INTO WKU\* |
|  **Academy Orientation** | Once payment is completed, the educator is officially enrolled in the Academy and will attend an Orientation. You will have full access to the NEA Certification Bank and KY Rank Advancement Academy documents. In addition, you will complete additional paperwork that is required prior to the start of your cohort.  |
| **Begin Phase I** **Enrollment in WKU EDU 580 Research Course** | During your Academy Orientation Meeting, your cohort will enroll into the WKU EDU580 Research Course. This 4-6 week summer course will be taught by WKU faculty and the fee for this course will be paid directly to WKU. All cohort members MUST successfully complete the WKU EDU 580 Research Course through WKU and gain the foundational skills necessary to proceed to the next phase of the Rank Academy. IMPORTANT: YOU CANNOT ENROLL IN THIS RESEARCH COURSE IF YOU HAVE NOT BEEN APPROVED AS A WKU GRADUATE STUDENT.  |

**Orientation Timeline and Initial Program Supports**

The goal for the Kentucky Rank Advancement Academy: Leadership Pathway Option is to support each educator in completing the Program requirements as efficiently and comprehensively as possible.

Upon signing up, each educator will receive a welcome email from KEA with next steps in preparation for the enrollment into WKU Graduate Program and orientation. It will also include a timeline and dates for the various support you will be able to access.

While the program offers a lot of flexibility, throughout the journey, KEA Program Mentors & KEA Micro-credential PLC Facilitators/ Mentors are here to offer support based on your needs and comfort level.

Below is the summary of the orientation process, the initial Academy Orientation, and the targeted supports to which each educator will have access.



|  |  |
| --- | --- |
| **What to Expect** | **When to Expect It** |
| Welcome Email: You will receive an official welcome with next steps upon submitting your interest survey. You will receive access to an Overview Course that explains the process in more depth.  | Within 5 business days of submitting your interest survey.  |
| Receive pre-orientation preparation resources and additional information on available supports and paperwork completion prior to Academy Orientation.  | Accompanies the message you receive after you complete the interest survey. This may also be in a follow up email depending on timing of next orientation. |
| Apply to WKU Graduate Student Program | All cohort members MUST complete the WKU Graduate Student Enrollment Application and be accepted into the WKU Graduate Program to be eligible to take part in the Academy. A step-by-step email will be sent with directions and an access code so that candidates can submit their application at no additional cost.  |
| Attend the Kentucky Rank Advancement Academy – Leadership Pathway Option orientation, which starts each Academy Cohort Class.  | We will meet virtually and complete the corresponding micro-credentials that go with the learning of that content. Review the expectations of the program, complete final paperwork, navigate the NEA Certification Bank , etc.  |
| Enroll & Complete the WKU EDU 580 Research Course | Once you have officially been accepted into WKU they will manually enrollment you into the EDU 580 course.Complete the 3-hour Research Course through WKU and gain the foundational skills necessary to begin your CEO Journey. Refer to the cohort dates associated with your cohort registration.  |
| Program OrientationFirst MeetingAssignment of Cohort Mentors | Upon successful completion of the WKU EDU 580 Course each Academy Leadership Pathway candidate will attend the official Program Orientation/ First Meeting, and at the same time meet their Mentor.  |
| Attend **KEA’s Micro-credential PLC Cohort** to help support the first micro-credential submission.This Cohort includes one meeting each week for nine weeks with a trained KEA Micro-credential PLC Cohort Facilitator/ Mentor. Participants will be provided synchronous sessions & designated office hours to help educators submit and earn their first micro-credential and complete the first Capstone Response submission.  | Begin 1-2 weeks after the completion of the WKU EDU 580 course and lasts for 8 weeks. |
| Attend a meeting with **your KEA Program Mentor** to discuss your ongoing support options.  | After submitting and earning the first micro-credential, educators will have the opportunity to chart a personalized support plan with their KEA Program Mentor to ensure they have the right set of supports to successfully complete the program AND select your desired program timeline for completion.  |

**Kentucky Rank Advancement Academy**

**Leadership Pathway**

**Program Overview**

Outline of Kentucky Rank Advancement Academy Participant Process

KEA/ WKU CEO Orientation

Enroll & Complete 3 hr. WKU Research Course

Complete the 3 hr. Research Course through WKU for the skills needed to assist you through this process.

Required to participate in a 9 week PLC. Then each candidate will be able to continue based on their own desired support level in conjunction with the LULA meeting schedule.

Begin Program

Upon completion of the WKU EDU 580 course Academy mentors are assigned, and the Micro-credential work will begin.

Meet with KRAA Mentor

LULA

Corresponding Micro-credentials (10)

Participate in KEA Cohort

 Assignment of KRAA Cohort Mentors to Academy candidates

1. Complete any remaining paperwork, etc.
2. Review final process of the program (Capstone Project.

KEA Exit Paperwork for WKU Capstone Submission

1. Review Capstone Requirements
2. Submit Capstone Project to WKU for Review

Complete Capstone Project submitted to WKU

WKU review of Capstone Project

1. Complete your exit survey
2. Verify all official information for EPSB submission
3. Discuss process for requesting your Rank Advancement

Meet with KEA Program Coordinator for final CEO paperwork Completion

**Phase One (1)**

**WKU Course**

Each cohort will participate in this 4-6 week research course. The course completion information will be submitted to KEA and participants will be able to begin Phase 2 of this work.

During their meeting with the KEA Program Mentor, participants will select ten (10) Micro-credentials related to Teacher Leadership.

*Detailed descriptions of all Micro-credentials can be found in the NEA Certification Bank on the KEA Website.*

**Phase Two (2)**

WKU

**WKU LULA Academy**

**10 Micro-credentials**

**WKU/NEA/KEA**

3 h Cours

|  |  |  |
| --- | --- | --- |
|  | Topics | Microcredentials:  |
| 3 hr | **SESSION 1 (August)****Relationship Builder:** * Building Trust and Credibility
* Collegiality
* Human Relations Skills
* (Provide information for 360 survey recipients in Google Form before class meeting ends)
* Confidentiality
* *Know Thyself*
 | [**TL:OC- Interpersonal Effectiveness**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=08DFED9D-0F92-4976-9848-08BAE921D583&il=1) |
| 3 hr | **SESSION 2 (September)****Reflective Practitioner:** * 360 Survey Analysis
* Setting Professional Growth Plan (*PGP for this program*) \*tool is needed for this (inventories, etc.)
* Professional Standards for Educational Leaders
* Educational Leadership Theories/Philosophies Intro
 | [**TL:OC: Personal Effectiveness**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=CE237D58-D779-4627-8934-ED42B673563D&il=1) |
| 3 hr | **SESSION 3 (October)****Learning Leader:*** Developing Competence as an Instructional Leader
* How Principals Influence Teacher Working Conditions
 | [**TL:PP- Engagement & Relationships**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=04052E45-05DD-4BA2-B94D-5A101004E4B5&il=1) |
| 3 hr | **SESSION 4 (January)****Effective Communicator:*** Feedback that Feeds Forward
* Honing Verbal and Nonverbal Communication Skills
* Communication Practices to Empower not Enable
* (Collect \*School Culture Triage Survey data before next meeting date)
 | \*\*Choose 1\*\*[**TL:OC- Communication**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=72DCA111-9DE7-4279-8BA4-DC47EA50F74F&il=1)[**TL:IP- Coaching & Mentoring**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=2F2A46F5-2649-447F-929B-ADF252ADC179&il=1)[**TL:IP- Community Awareness, Engagement, & Advocacy**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=920885E3-806C-4CF1-B9E0-37A95626597C&il=1)[**TL:IP- Facilitating Collaborative Relationships**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=28F72EB2-0D6D-4ED5-AAEF-4AC5EE7505C1&il=1)[**TL:AP- Learning Community & Workplace Culture**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=7D408D8F-4CF7-4134-8B27-985893476A13&il=1) |
| 3 hr | **SESSION 5 (February)** **Effective Communicator:*** Delivering Bad News (Scenarios)
* Managing Conflict (Scenarios)

**Reflective Practitioner:*** \*School Culture Triage Survey Initial Analysis
 | \*\*Choose 1\*\*[**TL:OC- Continuing Education & Learning**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=B2637645-0A26-4DED-AB84-50DDCD133389&il=1)[**TL:IP- Coaching & Mentoring**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=2F2A46F5-2649-447F-929B-ADF252ADC179&il=1)[**TL:IP- Community Awareness, Engagement, & Advocacy**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=920885E3-806C-4CF1-B9E0-37A95626597C&il=1)[**TL:DECCP- Purposeful Collaboration**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=EDF55452-1E9C-4C6F-9634-BB9DA2964278&il=1)[**TL:AP- Learning Community & Workplace Culture**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=7D408D8F-4CF7-4134-8B27-985893476A13&il=1) |
| 3 hr | **SESSION 6 (April)****Innovative Problem Solver:*** Facilitating Data-Driven Dialogue
* Adaptive Leadership
* Introduction to Improvement Science Tools
* (Collect data needed for \*discipline audit before next meeting date)
 | \*\*Choose 1\*\*[**TL:OC- Adult Learning**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=9F61EFEB-0B7C-4927-93B8-B3122FC8E895&il=1)[**TL:DECCP- Purposeful Collaboration**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=EDF55452-1E9C-4C6F-9634-BB9DA2964278&il=1)[**TL:AP- Building the Capacity of Others**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=54396DF8-0CA0-447A-BCA6-86DFCBB8BA70&il=1) |
| 3 hr | **SESSION 7 (June)****Innovative Problem Solver:*** Using Data for Decision-Making (\*Discipline Audit Initial Data Analysis)
* Implementing Improvement Science Tools (Fishbone and 5 whys)
 | [**TL:OC- Group Processes**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=543A6031-427A-4724-8A10-45626BFA9CCF&il=1) |
| 3 hr | **SESSION 8 (July)****Reflective Practitioner:*** Educational and Leadership Philosophies Revisited
* Human Relations Skills
* Honing Non-verbal and verbal skills (maybe in EDAD 605)
* How to Make Mission Matter (Forward thinking/passion)
 | [**TL:OC- Reflective Practice**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=B6ADBE54-8CB4-4FEC-9E4F-8886CA9A843F&il=1) |
| 3 hr | **SESSION 9 (September)****Equity Engineer:*** Collect data for \*Equity Audit before end of school year
* Individual asset audit (school); school-based personnel
 | \*\*Choose 1\*\*[**TL:OC- Technology Facility**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=7DE5F649-FB64-4263-A6A8-9AEFB87ED4A6&il=1)[**TL:PP-Advocacy**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=987B132E-CC65-40B2-8B92-C6ABF2894CF8&il=1)[**TL:PP- Implementation**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=C15380D2-13A8-4F50-B316-6EC9AE40EFB0&il=1)[**TL:PP- Policy Making**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=2901B0C2-E50E-4E4B-8411-8F798C1899B0&il=1)[**TL:DECCP- Cultivating Socially Just Environments**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=BB149909-4B7B-4F56-96BE-D77DE4E96BFD&il=1)[**TL:DECCP- Explore & Challenge Inequity**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=F70F81EE-C349-4EDD-B1F4-EA9E87EC117B&il=1) |
| 4.5 hr | **SESSION 10 (October)****Equity Engineer:** * Data-Driven Dialogue for Equity Audit data
* Compare Fisher/Frey Equity Audit (Building Equity text)

**Reflective Practitioner:*** Revisit 360 Survey results and professional development plan
 | \*\*Choose 1\*\*[**TL:OC- Technology Facility**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=7DE5F649-FB64-4263-A6A8-9AEFB87ED4A6&il=1)[**TL:PP-Advocacy**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=987B132E-CC65-40B2-8B92-C6ABF2894CF8&il=1)[**TL:PP- Implementation**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=C15380D2-13A8-4F50-B316-6EC9AE40EFB0&il=1)[**TL:PP- Policy Making**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=2901B0C2-E50E-4E4B-8411-8F798C1899B0&il=1)[**TL:DECCP- Cultivating Socially Just Environments**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=BB149909-4B7B-4F56-96BE-D77DE4E96BFD&il=1)[**TL:DECCP- Explore & Challenge Inequity**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=F70F81EE-C349-4EDD-B1F4-EA9E87EC117B&il=1)[**TL:AP- Building the Capacity of Others**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=54396DF8-0CA0-447A-BCA6-86DFCBB8BA70&il=1)[**TL:AP:Organizational Effectiveness: Leading with Skill**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=EEC04838-EC1D-488C-9316-BEEA6EFDA4F7&il=1)[**TL:AP:Organizational Effectiveness: Leading with Vision**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=7F945C22-0DE5-4A60-9F82-F3C540029388&il=1)[**TL:AP:Organizing and Advocacy**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=25466D2C-3248-4F9C-9C7A-6CEFC27730D4&il=1) |
| 4.5 hr | **SESSION 11 (Spring)** **Effective Communicator:*** Presenting findings and related solution-finding processes

**Learning Leader:*** Where are you in the leadership journey? Show progress in WKU program.
* Next steps to complete the process.
* Leadership testimonials?? (Current leaders)--EILA credit
 | \*\*Choose 1\*\*[**TL:OC- Technology Facility**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=7DE5F649-FB64-4263-A6A8-9AEFB87ED4A6&il=1)[**TL:AP- Building the Capacity of Others**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=54396DF8-0CA0-447A-BCA6-86DFCBB8BA70&il=1)[**TL:AP:Organizational Effectiveness: Leading with Skill**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=EEC04838-EC1D-488C-9316-BEEA6EFDA4F7&il=1)[**TL:AP:Organizational Effectiveness: Leading with Vision**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=7F945C22-0DE5-4A60-9F82-F3C540029388&il=1)[**TL:AP:Organizing and Advocacy**](https://nea-mc.certificationbank.com/open-doc-loader.aspx?pid=25466D2C-3248-4F9C-9C7A-6CEFC27730D4&il=1) |

Capstone Rev

**Phase Three (3)**

**Capstone Project**

**Attain CEO Rank Change**

Upon successful completion of the KY Rank Advancement Academy CEO Option, participants will attain a CEO Rank Change allowing them to move from Rank III to Rank II or Rank II to Rank I through the Professional Standards Board. KEA will issue the final paperwork to show completion of this CEO program and the individual participant will be responsible for the final submission to EPSB to attain the official Rank Change.

**Attain Graduate Credit**

Participants will have the option to attain up to nine (9) graduate credit hours with Western KY University toward their Master’s in Education: Teacher as Leader Endorsement by enrolling and transferring your Teacher Leadership Pathway CEO.

Participants will attain nine (9) hours of graduate level credit to Western KY University toward the completion of their higher education degree for a Master’s or Rank I status.

The option to use the graduate level credits from the CEO Option is **valid for two (2) years after completion** as prior knowledge credit at Western Ky University.

**Attain Your Master’s Degree**

With the transfer of the Teacher Leadership Pathway CEO, you will have nine (9) graduate level hours completed with Western KY University at no additional cost to the learner. You will need to complete the additional hours required to attain your official degree from Western KY University.

The remaining courses required are all available on-line for educators to take, making this option accessible to any educator in Kentucky.

**Attain Your Leadership Endorsement**

 If you do not want to pursue your Masters Degree you can count the Leadership pathway toward 9 of the 24 hours of your Leadership Endorsement.

**Participant Support Options and Details**

**Who supports Participants?**

NEA, KEA Staff, KEA Members support each candidate throughout the program. Here is an outline of these supports within the program.

|  |  |
| --- | --- |
| **KEA Members- support includes**  | * Serving as KEA Micro- credential PLC Facilitators/ Mentors
* All are trained facilitators and provide support for learners through this process.
* Guide applicants through the process of completing their micro-credential.
* Lead the KEA Micro-credentials PLC’s.
* Provide feedback for Capstone reflections.
 |
| **NEA Micro-credential support includes:** | * Providing the Micro-credential Content
* Providing the Micro-credential Scoring
* Providing technical support through Certification Bank
* Answering micro-credential assessment-related questions
 |

**How are Participants Supported?**

|  |  |
| --- | --- |
| **KEA Program Coordinator** - support includes: | * Facilitation of Cohort Professional Learning Community sessions for each micro-credential
* Micro-credential specific office hours for 1-to-1 coaching, as needed.
* Receive feedback and support for each micro-credential submission, as requested
 |
| **KRAA Mentors:**  | * Facilitation of Professional Learning Community sessions with a cohort of participants that are all working through the process.
* Support with the full process of completing the micro-credential, assisting with outlining your work plan/ timeline, etc.
* Weekly Synchronous Meetings lasting 9 weeks and specific office hours for 1-to-1 coaching, as needed.
* Facilitation of the KEA Micro- Home Stretch prior to the micro-credential submission.
* Feedback and support on effective implementation of the artifacts outlined in the micro-credentials.
* This takes place automatically in the PLC Cohorts and Self-Paced model. Participants are invited to join during the Home Stretch Opportunity if desired.
 |

 **Detailed Descriptions of Participant Supports:**

***Kentucky Rank Advancement Academy: Teacher Leadership Pathway Option***

To ensure each educator has access to support at every step of the Program, KEA provides the following assistance:

***Initial Academy Orientation***

All new participants must attend an orientation course. This 1-hour orientation is provided by a KEA Program Coordinator and will familiarize new participants with the process of navigating the portal, the steps of participating in KEA PLC Cohorts, etc. When you leave this session, you should be ready to select your ten (10) Micro-credentials and understand the steps to participation in the WKU LULA Program before you begin the process.

***KEA Program Coordinator***

All Academy Orientation offerings are conducted by a KEA Program Coordinator. They are KEA Staff that will assist you with the overall operations of the program, such as the program portal, selection of Micro-credentials, important data collection and the final submission of all paperwork & completion materials for the program. You will work with KEA Program Coordinators when completing your annual micro-credential plans and as you complete the various supports within the program.

***KEA Professional Learning Community (PLC) Cohorts***

All new participants are required to complete their first micro-credential in a KEA PLC Cohort. This nine-week PLC designed to help participants submit and earn their first micro-credential and ensure a strong start to the Program.

KEA Professional Learning Community Cohorts are scheduled during times that are convenient for the educator (outside of school hours) and all sessions are recorded for easy return to the content and to revisit key topics. Educators are encouraged to take advantage of this support.

***KRAA Mentors/Facilitators/Coaches***

Practicing Educators lead all of KEA’s Professional Learning Community Cohort sessions. Each mentor is an experienced educator additionally trained by NEA & KEA. The facilitator’s primary objective is to support and guide educators to earn micro-credentials. They use a combination of personal education experience, research from the field, and knowledge of best practices to advise participants along the way. Mentors do not assess micro-credential submissions but rather facilitate the process of completing a micro-credential, preview artifacts, lead peer review sessions, and mentor participants toward the corresponding competency indicators. As a teacher moves through their Micro-credentials, they will have access to these facilitators/ coaches for support.

***Leadership Pathway Timeline and Support***

Upon completion of the first micro-credential, all participants will meet with their KEA program mentor in their monthly PLC’s to discuss and support each other through the Micro-credential process and to stay on track with their 2 year timeline of the program.

***Micro-credential Office Hours and Personal Support***

Educators may find themselves needing additional or tailored support to find success. At these times KRAA Mentors can be called upon for one-on-one or small group sessions beyond the learning community. To access this level of support, participants would contact the facilitator to attend their regularly scheduled office hours.

***Micro-Credential Assessment Feedback***

Assessment of the micro-credential submission is an integral part of the micro-credential learning experience, and vital to the professional growth of an educator. NEA will strive toward targeted, timely, and actionable assessments and feedback, increasing the likelihood of classroom application and student impact. NEA assessors are trained, certified, and calibrated to ensure consistency.

***Ongoing Supports for Teacher Leadership Pathway***

Each participant will complete a total of ten (10) Micro-credentials and the WKU LULA Program.

You will meet with your KEA Program Coordinator to discuss the remaining steps needed to attain CEO Completion along with Graduate Credit and Masters or Rank I attainment for your completed Teacher Leadership Pathway with Western KY University.

**Possible Timeline Option:**

**Leadership Pathway- 2 Year Timeline**

|  |  |  |
| --- | --- | --- |
|  | WKU Requirements | Micro-credentials Required |
| Summer | WKU Research Course |  |
| Fall | LULA Sessions 1-3 | Micro-credentials 1-3 |
| Spring | LULA Sessions 4-6 | Micro-credentials 4-6 |
| Summer | LULA Sessions 7-8 | Micro-credentials 7-8 |
| Fall | LULA Sessions 9-10 | Micro-credentials 9-10 |
| Spring | LULA Session 11 | Candidate Presentations |
|  | Capstone Project Review |  |

**Program Cost**

The cost of the entire Kentucky Rank Advancement Academy: Leadership Pathway varies depending upon your KEA/ NEA membership status:

**Program Payment Options and Refund Policy:**

The cost is paid in increments throughout program as you progress through each phase of the program.

**Enrollment Fee**

The Enrollment Fee is made at the start of your enrollment into the Academy Cohort you choose. This enrollment fee is good for the duration of the program. However, it will be based on membership status at the time of enrollment and contingent on the maintenance of an active membership status for the duration of the program.

KEA Members are responsible for a $800 enrollment fee.

KEA Potential members are responsible for a $1600 enrollment fee.

**Micro-credential Cost**

All Micro- credentials **are FREE to KEA/ NEA members**. (Must maintain active membership for the entire enrollment year.)

Micro-credential payments for all potential KEA/NEA members are $1800. This payment can be made in three (3) payments of $600 each as you begin the micro-credential section of the program.

***Available payment options***

* Credit Card: You may use your credit card when paying your enrollment fee and/or micro-credential fee at sign up.

***Payment Time Frame: Cohort Enrollment Fee***

If you paid via credit card:

* Upon payment, you will have immediate access to the platform and micro-credentials where you can begin reviewing artifacts and outcomes.
* Within five business days of full access to the platform you will receive an email with additional details to begin work. This will include pre-orientation activities to prepare, dates of orientation and KEA Professional Learning Community Cohort support sessions, and an introduction to your KEA Program Coordinator & KRAA Mentor.
* Once you complete the enrollment transaction and receive full access to the NEA Certification Bank and all Ky Rank Academy Documents. You are provided four additional days to ensure it is the right program for you.

***Refund Policy for Annual Enrollment Fees*:**

* After going through the pre-enrollment process where you can review all details, preview your content in the NEA Certification Bank platform, you have the option to pay by credit card.
* Once you complete the transaction and receive full access to the platform, you are provided four (4) additional days to ensure it is the right program. You will have the opportunity to access the micro-credentials, including the artifacts and outcomes, and ask any follow-up questions during that time. This will help provide you all the necessary due diligence to ensure this is the right program for your growth.
* If you decide this program is not the right option for you, then you will notify KEA of your decision to withdraw from the program, and a refund of your enrollment fee will be refunded. If no contact is made with KEA prior to the 5th day after enrollment, then your enrollment fee is non-refundable.

***Payment Time Frame: Micro-Credential Fees***

* KEA members can complete micro-credentials for FREE as part of their KEA membership.
* Potential KEA members will pay $1800 for their Micro-credentials. This will be paid to KEA in three (3) installments of $600 each. This payment must be made prior to beginning the foundational teacher leadership stack, prior to the teacher overview stack, and after the completion of the last micro-credential. A special code will be used upon submission of the micro-credential for assessment.
* Once you complete the micro-credential transaction you will receive a specialized code to use to gain full access to that micro-credential in the NEA Certification Bank and have up to 6 months to submit your micro-credential for assessment.

***Refund Policy for Micro-Credential Purchases:***

There is a no refund policy for Micro-credential course fees. Once you have officially paid for that micro-credential you have 6 months to submit your micro-credential for review and assessment.

***Refund Policy for Change of Membership Status:***

KEA Members at time of registration:

If you choose to no longer remain a member of KEA after your initial enrollment in the program, you may do so.

* Please note that you will be required to pay an additional $800 to meet the potential member enrollment fee requirement.
* Please note you will be required to pay per micro-credential beginning at the time in which your membership status changes.

Potential KEA Members at time of registration:

If you choose to become a member of KEA after your initial enrollment in the program, you may do so.

* Please note that there will NOT be a refund on the initial enrollment fees.
* Individual micro-credential fees will be waived beginning at the time in which your membership status changes.