



Kentucky Rank Advancement Academy Guide

Foundational and Personalized Professional Growth Plan Micro-Credential Option

Sponsored by:
Kentucky Education Association
National Education Association
And
Western Kentucky University



Table of Contents

- Introduction 4
- Program Requirements 4
 - Overview of Micro-Credentials: 4
 - What is a micro-credential? 4
- Program Overview 5
- Program Benefits 6
 - Lower-Cost 6
 - Salary Advancement 6
 - Job-Embedded Learning 6
 - Personalized Pathways 6
- Program Details 7
- Rank Academy-Specialized PGP Option Start Dates 7
- Pre-Enrollment/Enrollment 8
 - Pre-Enrollment Process 9
- Enrollment Process 10
- Orientation Timeline and Initial Program Supports 12
- Program Overview: Specialized PGP Option 15
- Phase I 17
- Phase 2 18
- Phase 3 21
- Attain CEO Rank Change 21
- Attain Graduate Credit 21
- Attain Your Master’s Degree 22
- Participant Support Options and Details 22
- Participant Support Model Options: 23
 - KEA PLC Cohort Model 23
 - Self-Pace Model 23
 - Blended Model 23
- How Are Participants Supported 24
 - KEA Program Mentor 25
 - KEA PLC Cohort Facilitators 25
- Program Timeline 26
- Program Cost 27
 - Program Payment Options and Refund Policy 28
 - Available Payment Options 28
 - Refund Policy for Enrollment Fees 29
 - Payment Time Frame: Micro-credential fees 29

○

THIS PAGE INTENTIONALLY LEFT BLANK

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?

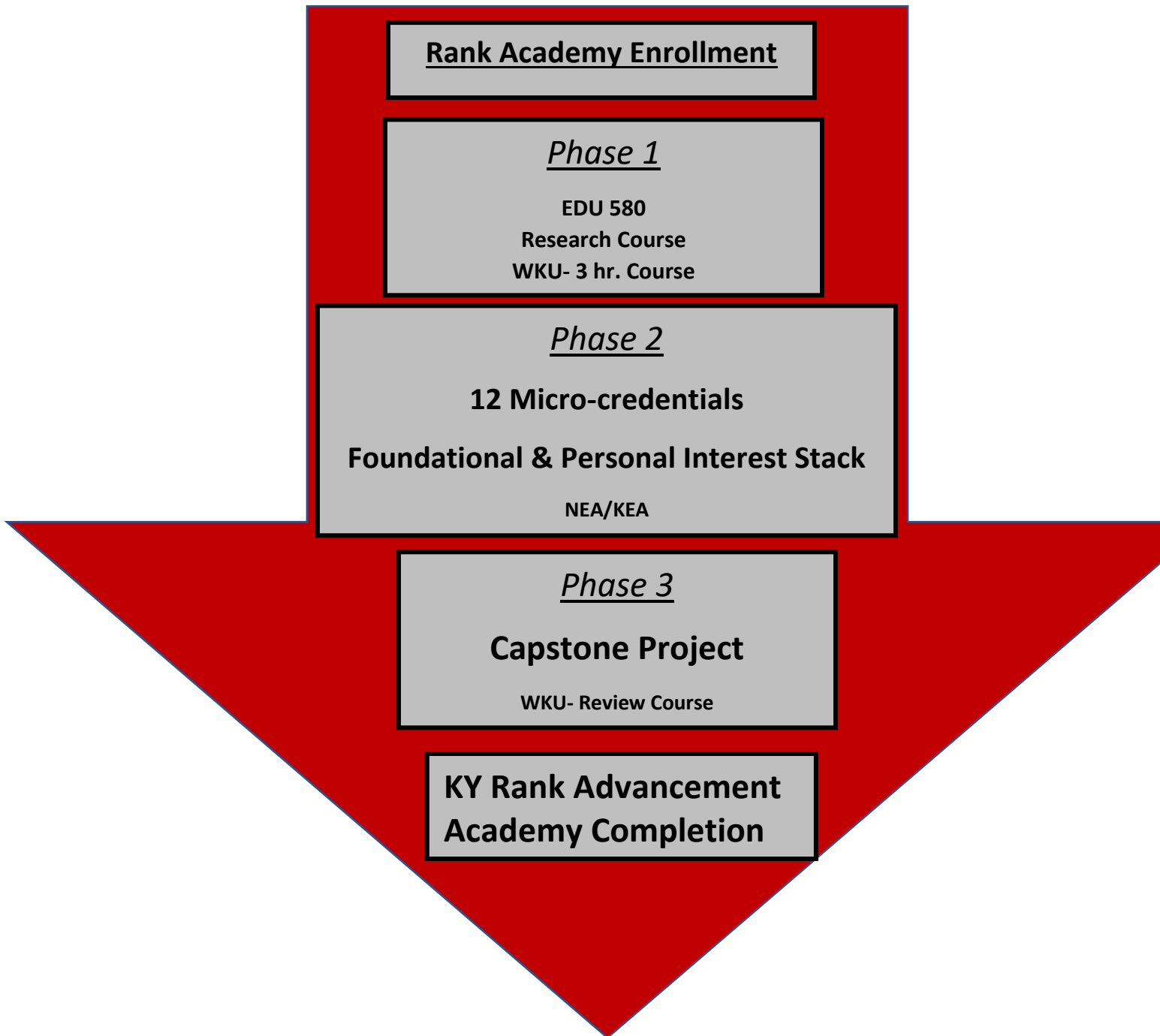
Micro-credentials (“MCs”) are earned by demonstrating competency in a specific skill via classroom practice. To earn a micro-credential, an educator builds a portfolio of evidence that demonstrates their competency. The portfolio is evaluated by a practicing educator and certified assessor who assesses 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
Specialized Professional Growth Plan (PGP) Stack Option
Program Overview



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 12 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.

Personalized Pathways

When using this Micro- credential Specialized Professional Growth Plan (PGP) Stack you will identify and select micro- credentials that will impact your desired interest areas and dedicated growth areas for the school year. These twelve (12) micro- credentials will help you gain mastery in these identified growth needs while allowing you to impact your classroom and students.

Program Details:

Program Requirements

To be eligible for course credit in the Kentucky Rank Advancement Academy – Specialized PGP 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
- Create and document a yearly Professional Growth Plan as part of your school district requirement.
- Submit a copy of that PGP to KEA
- Select twelve (12) micro-credentials – 4 in a foundational area, 4 to create your Specialized PGP Stack and 4 that address the approved PGP and support educator’s desired area of focus.
- Complete the designed micro-credential Specialized PGP stack.
- Participate in at least one (1) Professional Learning Community (PLC) Cohort conducted by a KEA Micro-Credential PLC Facilitator/ Coach during each enrollment year of your program.
- Agree to regularly collaborate with an assigned KEA Program mentor and KEA Micro-Credential PLC Facilitator/ Coach 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 and facilitators over the course of the program.
- Complete the final Capstone Project to be evaluated through WKU for completion of the CEO Program requirements.

Rank Academy- Specialized PGP Option Start Dates:

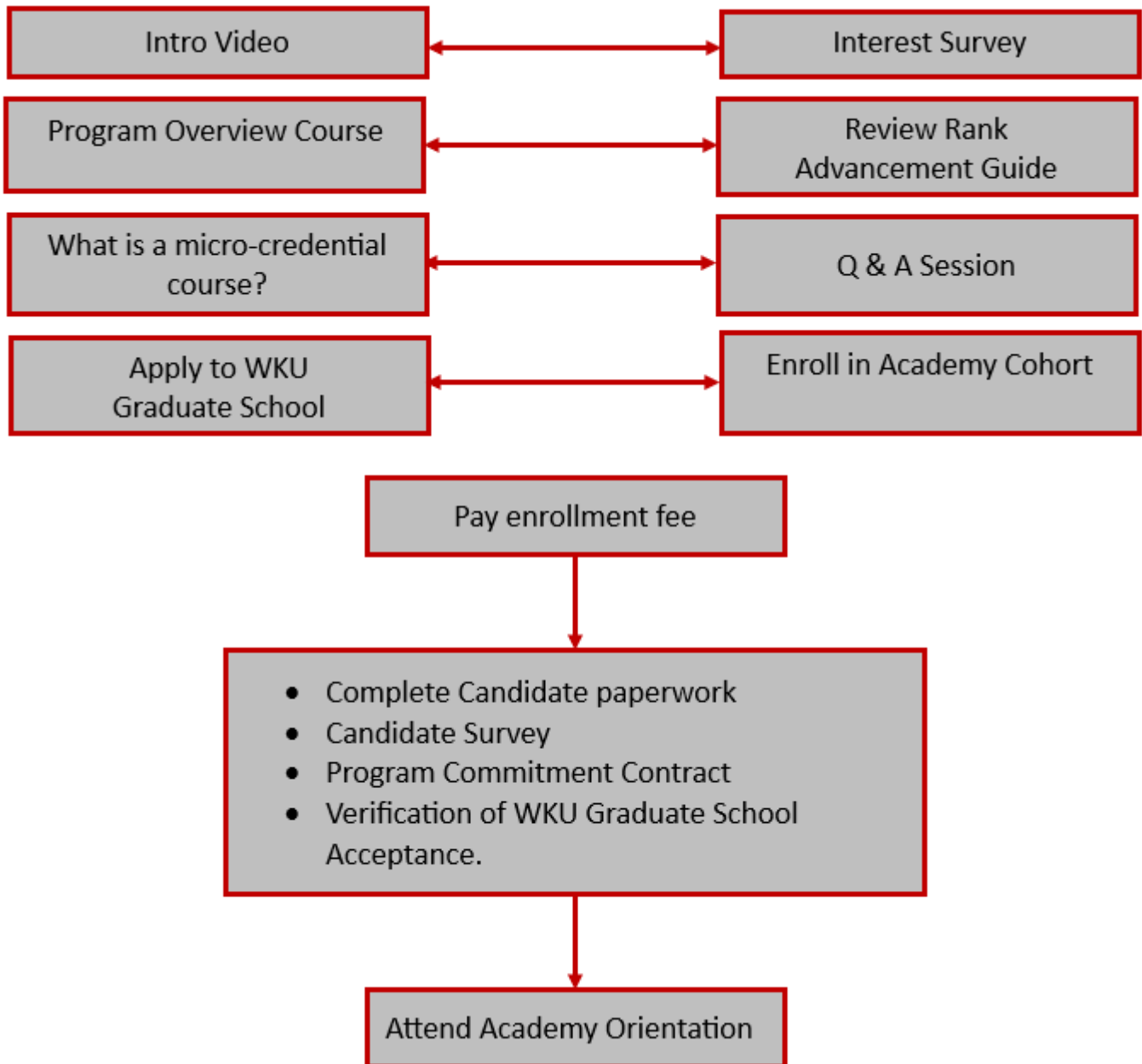
Beginning with the Summer 2024, educators can enter the program four (4) times a year to enable flexibility that best meets your timing needs, both professionally and personally. These are typically January, June, and September of each year.

Below are the registration and start dates for monthly class cohorts beginning in July of 2024.

Academy Cohort Class	Registration Window
July	April 15-June 15
October	August 15- September 15
January	October 15-December 15
March	January 15- February 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.
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. INSERT LINK TO INTEREST SURVEY
Program Overview Course & FAQ Session	Interested educators will be enrolled into a Program Overview Course. This will give you a deeper understanding of the entire KY Rank Academy CEO Program, 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-Specialized PGP Option:	The Program Guide will provide all details and requirements of the program for you to attain your CEO.
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. INSERT LINK TO WKU GRADUATE SCHOOL ENROLLMENT

Enrollment Process

<p>Enroll into the Kentucky Rank Advancement Academy Class Cohort</p>	<p>Select the educator class you wish to begin your micro-credential work with. (See Academy Cohort Class Start Dates on page 7.)</p> <p>IMPORTANT: There is a limited to 50 educators per cohort.</p>
<p>Payment of Academy Enrollment Fee</p>	<p>KEA Members receive their Micro-credentials for FREE, however, there is a one-time enrollment fee of \$800 for KEA members.</p> <p>Participants that are NOT KEA Members follow the Potential KEA Member pricing guidelines. They receive their Micro- credentials for \$150 per micro- credential and a one-time enrollment fee of \$1600.</p> <p>This fee is used to support the work of your KEA Micro-credential PLC Facilitator/ Coach through the process.</p> <p>You can pay via credit card. You will learn more about the payment process in the Program Cost & Payment Options section below.</p> <p>IMPORTANT: YOU CANNOT BEGIN THE COHORT UNTIL YOU HAVE ENROLLED AND BEEN APPROVED AS A WKU GRADUATE STUDENT.</p> <p>INSERT LINK TO WKU GRADUATE SCHOOL ENROLLMENT</p>
<p>Candidate Survey:</p>	<p>To ensure this program is a good fit for each educator’s professional growth goals, each interested 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.</p> <p>Access to this survey will be granted as soon as the candidate has officially completed their Program Overview Course & FAQ Session.</p>

<p>Program Commitment Contract</p>	<p>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.</p>
<p>WKU Graduate Student Enrollment</p> <p>** REMINDER: if you have not submitted your application to WKU, you MUST have an approval into the graduate program prior to our Orientation.</p>	<p>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.</p> <p>INSERT LINK TO WKU GRADUATE SCHOOL ENROLLMENT</p>
<p>Academy Orientation</p>	<p>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.</p> <p>In addition, you will complete additional paperwork that is required prior to the start of your cohort.</p>
<p>Begin Phase I</p> <p>Enrollment in WKU EDU 580 Research Course</p>	<p>During your Academy Orientation Meeting, your cohort will enroll into the WKU EDU580 Research Course.</p> <p>This 4-5 week summer or bi-term course will be taught by WKU faculty and the fee for this course will be paid directly to WKU.</p> <p>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.</p> <p>IMPORTANT: YOU CANNOT ENROLL IN THIS RESEARCH COURSE IF YOU HAVE NOT BEEN APPROVED AS A WKU GRADUATE STUDENT.</p>

Orientation Timeline and Initial Program Supports

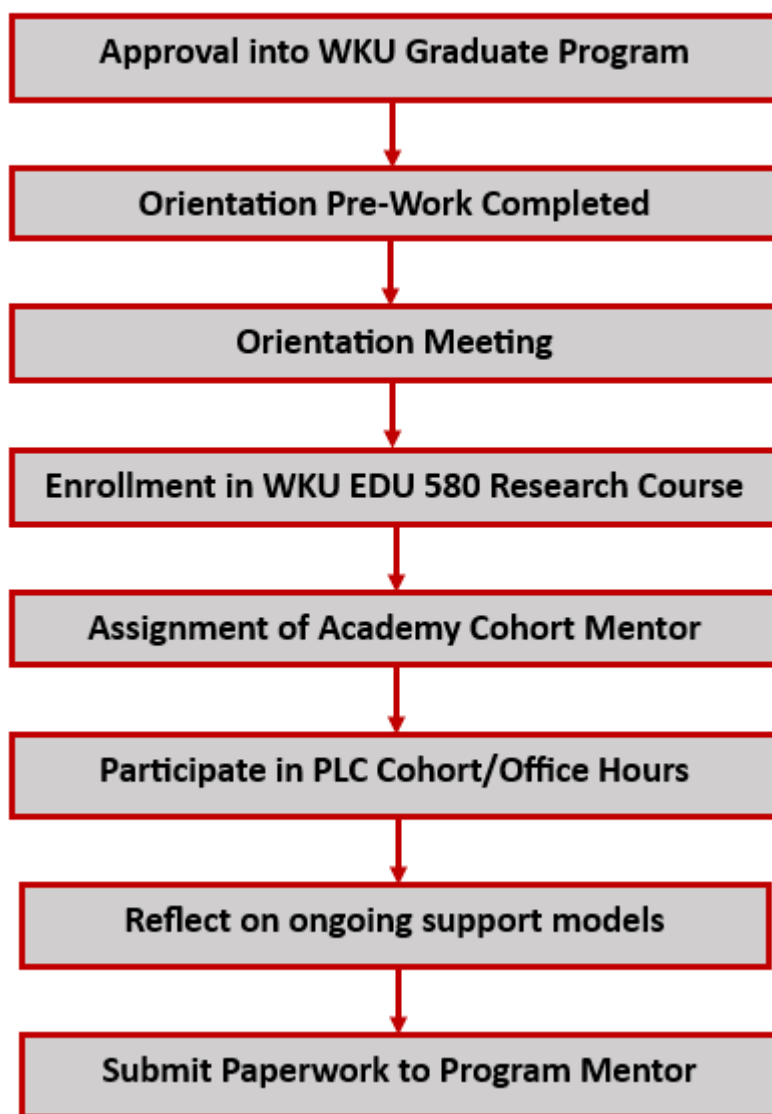
The goal for the Kentucky Rank Advancement Academy: Specialized PGP Stack Option is to support each educator in completing the Program requirements as efficiently and comprehensively as possible.

Upon signing up, each educator will receive a welcome email from KEA with next steps in preparation for the 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/ Coaches 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.

Orientation Timeline



What to Expect	When to Expect It
<p>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.</p>	<p>Within 5 business days of submitting your interest survey.</p>
<p>Receive pre-orientation preparation resources and additional information on available supports and paperwork completion prior to Academy Orientation.</p>	<p>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.</p>
<p>Apply to WKU Graduate Student Program</p>	<p>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.</p>
<p>Attend the Kentucky Rank Advancement Academy – Specialized PGP Option orientation, which starts each Academy Cohort Class.</p>	<p>We will meet virtually, June, September, January, April</p> <p>Review the expectations of the program, complete final paperwork, navigate the NEA Certification Bank , etc.</p>
<p>Enroll & Complete the WKU EDU 580 Research Course</p>	<p>Enrollment will take place during your Academy Orientation.</p> <p>Complete the 3-hour Research Course through WKU and gain the foundational skills necessary to begin your CEO Journey.</p>
<p>Assignment of Cohort Mentors</p>	<p>Upon successful completion of the WKU EDU 580 Course each Academy Cohort member will be assigned a Mentor they will work with for the remainder of their KY Rank Advancement Academy Journey.</p>

<p>Attend KEA's Micro-credential PLC Cohort to help support the first micro-credential submission.</p> <p>This Cohort includes one meeting each week for eight weeks with a trained KEA Micro-credential PLC Cohort Facilitator/ Coach. 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.</p>	<p>Begin 1-2 weeks after the completion of the WKU EDU 580 course and lasts for 8 weeks.</p>
<p>Reflect on Ongoing Supports: Educators will personalize their level of supports based on their ongoing needs.</p> <p>Choose From: Self- Paced Model PLC Cohort Model Blended Model</p>	<p>Supports include:</p> <ul style="list-style-type: none"> • Continuing with Micro-credential PLC's. • Requesting micro-credential specific drop-in sessions when needed. • One on one time with the KEA mentor or during designated "office hours".
<p>Attend a meeting with your KEA Program Mentor to discuss your ongoing support options.</p>	<p>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.</p>

Kentucky Rank Advancement Academy

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.

Assignment of Cohort Mentors to
Academy candidates

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

Begin Foundational Micro-credentials

1. Classroom Management
2. Assessment Literacy
3. Instructional Practice

** Select your focus area

Participate in KEA Cohort

Required to participate in Foundational Course PLC's based on the selection of your foundational topic area. Then each candidate will be able to continue based on their own desired support level.

Meet with Program Mentor

Reflect on Ongoing Support Models &
Timeline for CEO Completion

1. Select Program Model
2. Select Program Timeline

Begin Personalized PGP Stack
& Personalized Interest
Stack Micro-credentials

1. Completed Interest Stack
2. Additional micro-credentials to meet requirement

Meet with KEA Program Mentor

1. Select Personalized Interest Stacks based on your Prof. Growth Plan
2. Discuss any additional micro-credentials to meet this requirement
3. Select program model best for your Personalized Interest needs
4. Review and/or Adjust your timeline as needed

KEA Exit Paperwork for WKU
Capstone Submission

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

Complete Capstone Project submitted
to WKU

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

WKU review of Capstone Project

Meet with KEA Program Mentor
for final CEO paperwork
Completion

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

Phase One (1)

WKU Course



Each cohort will participate in this 4-5 week research course. The course completion information will be submitted to KEA and participants will be able to begin Phase 2 of this work.

Participants will submit a copy of their School District Professional Growth Plan (PGP). During their meeting with the KEA Program Mentor, participants will select twelve (12) Micro-credentials that best address the areas of need from the pre-determined PGP already approved by your school district.

These twelve (12) Micro-credentials will make up your Specialized PGP Stack.

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

Phase Two (2)

KEA/ NEA Micro-Credential Work

Foundational Course

Stack

Choose 1 Category & Complete four (4)
MicroCredentials in that Category.

Classroom Management

*** Choose Four (4) ***

- Addressing Challenging Behaviors
- Aspects of and Engaged Classroom
- Classroom Expectations and Routines
- Creating A Classroom Community
- Organizing the Physical Layout of the Classroom
- Trauma-Informed Pedagogy

Assessment Literacy

*** Choose Four (4) ***

- Classroom Embedded Performance Assessment
- Descriptive Feedback for Student Learning
- Eliciting Accurate Evidence of Student Learning
- Formative Assessment in the Teaching and Learning Cycle
- Foundational Principles of Quality Assessment
- Learning Targets to Establish Success Criteria and Engage Students

Instructional Practice

*** Choose Four (4) ***

- Cooperative Learning
- Engaging Classroom Discourse
- Setting Objectives and Providing Feedback
- Teaching Note Taking and Summarizing Skills
- Using an Inquiry Based Learning Cycle
- Using Student Evaluations to Improve Instruction and Student Learning

Personal Interest Courses

Eight (8) additional micro-credentials
based on individual needs

(4) PGP Connection Stack



(4) Self Created Stack

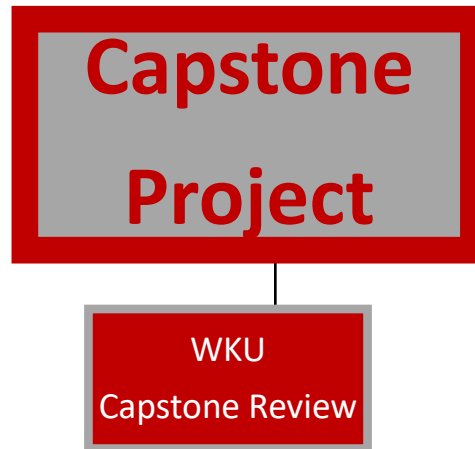


Specialized PGP Topic Areas include:

Arts integration	Family Engagement
Classroom Practice (In Tasc connections): Learner and Learning Understanding Content Instructional Practice Professional Responsibility	Native Education
Climate Change & Environmental Justice	Teacher Leadership: - Overarching Competencies - Diversity Equity & Cultural Competence - Instructional - Policy
Computer Science	Teaching with Primary Sources
Diversity, Equity, & Cultural Competence (DECC)	Technology for Educational Leaders
English Language Learners	Technology Integration
Exceptional Learner	Trauma Informed Pedagogy

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 twelve (12) graduate credit hours with Western KY University toward their Master's in Education: Teacher as Leader Endorsement by enrolling and transferring your Specialized PGP Stack Option Micro-credentials.

Participants will attain twelve (12) 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 12 hours includes three (3) hours coming from the WKU EDU 580 course completed as part of the CEO option and nine (9) hours of prior learning credit for the CEO completion.

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 Specialized PGP Stack CEO, you will have twelve (12) 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.

Participant Support Options and Details

Who supports Participants?

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

KEA Members- support includes	<ul style="list-style-type: none">• Serving as KEA Micro- credential PLC Facilitators/ Coaches• 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:	<ul style="list-style-type: none">• Providing the Micro-credential Content• Providing the Micro-credential Scoring• Providing technical support through Certification Bank• Answering micro-credential assessment-related questions

Participant Support Model Options:

Candidates may select the best support option for their timeline and needs. This support model will be revisited each phase of the program and updated based on the changing needs of the participant.

KEA PLC Cohort Model	Self- Paced Model	Blended Model
KEA Program Mentor	KEA Program Mentor	KEA Program Mentor
KEA Micro- credential PLC Facilitator/ Coach	KEA Micro- credential PLC Facilitator/ Coach	KEA Micro- credential PLC Facilitator/ Coach
Designated Office Hours		Designated Office Hours (as needed)
Capstone Reflection Feedback		Capstone Reflection Feedback (as needed)

Participant Support Model Descriptions :

KEA PLC Cohort Model

Participants will continue to work through the micro-credentials in a series of 8 week cycles. They will have access to the KEA Micro- Credential PLC Facilitator/ Coach throughout the cycle, designated “office hours”.

Self- Paced Model

Participant will complete one (1) KEA PLC Cohort Session per enrollment year and the remainder of the time they will work through the micro-credentials on their own keeping up with their individual timeline for completion.

Blended Model (both as needed)

Participants will have a mixture of Self -Paced work on micro-credentials and KEA PLC Cohort Sessions depending upon their comfort level and support needs for the micro-credential with which they choose to have support.

How are Participants Supported?

<p>KEA Program Mentor - support includes:</p>	<ul style="list-style-type: none"> • 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
<p>KEA Micro- Credential PLC Cohort Facilitators/ Coaches – support includes:</p>	<ul style="list-style-type: none"> • 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 6-8 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: Specialized PGP Stack 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 Mentor 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 twelve (12) micro-credentials to create your Specialized PGP Stack and begin the process.

KEA Program Mentors

All Academy Orientation offerings are conducted by KEA Program Mentors. 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 Mentors 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 six-to-eight-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.

KEA Micro-credential Professional Learning Community Facilitators/Coaches

Practicing Educators lead all of KEA's Professional Learning Community Cohort sessions. Each facilitator/coach 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. Facilitators/ Coaches 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 Specialized PGP stack, they will have access to these facilitators/ coaches for support.

Personalized Timeline and Support

Upon completion of the first micro-credential, all participants will meet with their KEA program mentor to personalize their program based on their individual schedules or continue to engage in a PLC as they continue the process of earning the necessary micro-credentials and completing the Program requirements. At this time, you will decide if you want to set yourself up for a 2 year or 3 year, pathway to completion.

Micro-credential Office Hours and Personal Support

Educators may find themselves needing additional or tailored support to find success. At these times KEA Micro-credential PLC Facilitators/Coaches 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 Specialized PGP Micro-credential Stack

Each participant will complete a total of twelve (12) micro-credentials to create their own Stack to address the current PGP.

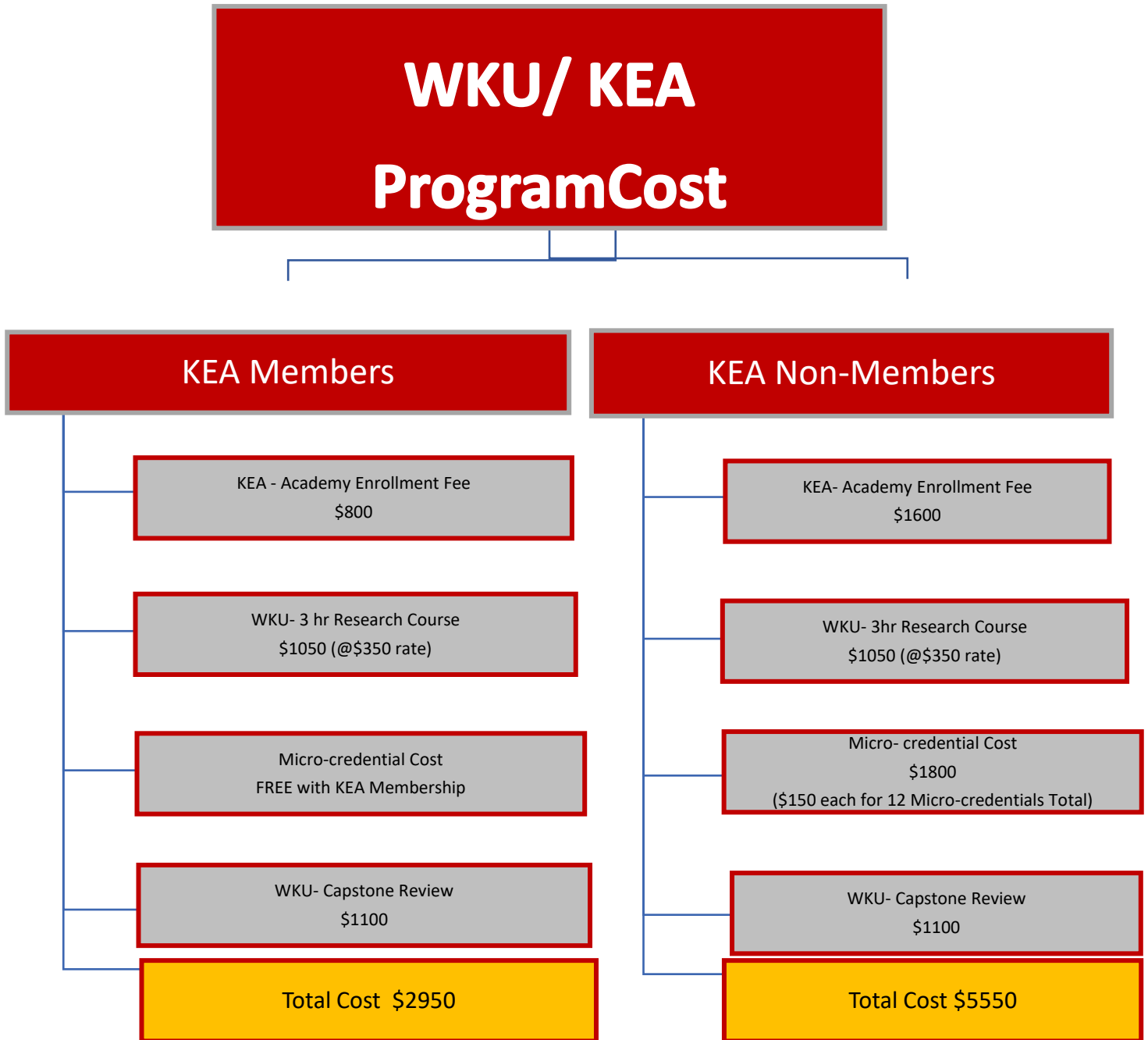
Once the Specialized PGP micro-credential Stack is completed you will meet with your KEA Program Mentor to discuss the remaining steps needed to attain CEO Completion along with Graduate Credit and Masters or Rank I attainment for your completed Specialized PGP micro-credential stack with Western KY University.

Possible Timeline Options:

	2-year timeline	3-year timeline
Summer	WKU Research Course	
Semester 1	Foundational Micro-credentials (4)	WKU Research Course
Semester 2	Personalized PGP Micro-credential Stack (4)	Foundational Micro-credentials (3)
Semester 3	Personalized Self-Created Micro-credential Stack (4)	Foundational Micro-credential (1) Personalized PGP Micro-credential Stack (2)
Semester 4	Capstone Project – WKU Course	Personalized PGP Micro-credential Stack (2) Personalized Self-Created Micro-credential Stack (1)
Semester 5		Personalized Self-Created Micro-credential Stack (3)
Semester 6		Capstone Project – WKU Course

Program Cost

The cost of the entire Kentucky Rank Advancement Academy- Personalized PGP Stack Option 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 \$150 per micro- credential. This payment can be made as you submit each micro-credential for assessment.

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 Mentor & KEA Micro-credential PLC Facilitator/ Coach.
- 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, & interest stacks and 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 \$150 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.