







## CHARACTER and FITNESS FORM Graduate Education Program

Answer each question by circling “yes” or “no.” If you answer “yes” to any question, you must submit a full explanation using a separate sheet of paper.

If you have ever held, or currently hold a professional license, credential, or other document issued to you by any other jurisdiction other than Kentucky within the United States or abroad, enclose a copy of the certificate(s) and provide the following:

Type of Professional Certificate	State or Jurisdiction of Issuance	Issue Date	Expiration Date

Disclosure of Background Information

If you answer “yes” to any question below, SUBMIT a narrative with your application. The narrative should include dates, locations, school systems, court records, and any other information that explains the circumstances in detail.	YES	NO	Documentation Attached
1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer “yes.”			
2. Have you ever been suspended or discharged from any employment or military service because of allegations of misconduct?			
3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?			
4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?			
5. Have you ever been convicted of or entered a guilty plea, an “Alford” plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported.			
6. Do you have any criminal charges pending against you?			
7. If you indicated “yes” to question #1 through #6, has the EPSB previously reviewed the information? –  _____ (Date of Review)			

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the Professional Code of Ethics for Kentucky Certified School Personnel, 16 Kentucky Administrative Regulation 1:020, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

I affirm and declare that all information given by me on this form is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROFESSIONAL CODE OF ETHICS  
FOR KENTUCKY SCHOOL PERSONNEL  
16 KAR 1:020**

Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession, including the following obligations to students, to parents, and to the education profession:

(A) **TO STUDENTS:**

1. Shall provide students with professional education services in a nondiscriminatory manner and in consonance with accepted best practice known to the educator;
2. Shall respect the constitutional rights of all students;
3. Shall take reasonable measures to protect the health, safety, and emotional well-being of students;
4. Shall not use professional relationships or authority with students for personal advantage;
5. Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law;
6. Shall not knowingly make false or malicious statements about students or colleagues;
7. Shall refrain from subjecting students to embarrassment or disparagement; and
8. Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include such behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

(B) **TO PARENTS:**

1. Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student;
2. Shall endeavor to understand community cultures and diverse home environments of students;
3. Shall not knowingly distort or misrepresent facts concerning educational issues;
4. Shall distinguish between personal views and the views of the employing educational agency;
5. Shall not interfere in the exercise of political and citizenship rights and responsibilities of others;
6. Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities; and
7. Shall not accept gratuities, gifts, or favors that might impair or appear to impair professional judgment, and shall not offer any of these to obtain special advantage.

(C) **TO THE EDUCATION PROFESSION:**

1. Shall exemplify behaviors which maintain the dignity and integrity of the profession;
2. Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
3. Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law;
4. Shall not use coercive means or give special treatment in order to influence professional decisions;
5. Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications; and
6. Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualifications or those of other professionals.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**UNIVERSITY OF PIKEVILLE  
GRADUATE TEACHER EDUCATION PROGRAM/TEACHER LEADER PROGRAM  
ADMINISTRATOR AGREEMENT**

This agreement is a requirement for admission to the University of Pikeville Graduate Teacher Education Program/Teacher Leader Program.

By signing this agreement the administrator:

- gives permission for the candidate to complete all required clinical experiences.
- gives permission for the candidate to conduct the action research project in his/her classroom or a designated classroom in which the candidate will collaborate with the teacher to complete all required clinical experiences **if he/she is not employed** within the school.
- gives permission for the candidate to present action research findings to the appropriate audience.
- gives permission for a P-12 teacher partner to mentor the candidate in the school setting.

I understand the requirements of the University of Pikeville Graduate Teacher Education Program/Teacher Leader Program and give my permission for \_\_\_\_\_ to incorporate the above requirements in the P-12 school setting.

\_\_\_\_\_  
**Candidate (Print)**

\_\_\_\_\_  
**Administrator (Print)**

\_\_\_\_\_  
**Candidate (Signature)**

\_\_\_\_\_  
**Administrator (Signature)**

Date \_\_\_\_\_

Date \_\_\_\_\_

School \_\_\_\_\_

School Address \_\_\_\_\_  
Street or PO Box City State Zip

School Phone Number \_\_\_\_\_

School Fax Number \_\_\_\_\_

School Email Address \_\_\_\_\_



3. submits well-planned and well-designed papers or projects.				
4. can communicate ideas in a variety of ways.				
5. seeks to foster respectful communication among all members of the learning community.				
<b>IV. Creativity – KTPS/InTASC Standards 5 &amp; 8</b> <b>The teacher education program applicant:</b>	<b>Always</b>	<b>Typically</b>	<b>Sometimes</b>	<b>Rarely or Never</b>
1. has courage to try new things and risk failure.				
2. is willing to challenge assumptions.				
3. uses instruction as well as logic to make decisions.				
4. can elaborate and extend ideas and concepts.				
<b>V. Collaboration – KTPS/InTASC Standard 10</b> <b>The teacher education program applicant:</b>	<b>Always</b>	<b>Typically</b>	<b>Sometimes</b>	<b>Rarely or Never</b>
1. actively works toward setting and meeting group goals.				
2. identifies and shares new ideas.				
3. listens to team members.				
4. refrains from dominating discussions				
<b>VI. Diversity – KTPS/InTASC Standard 1</b> <b>The teacher education program applicant:</b>	<b>Always</b>	<b>Typically</b>	<b>Sometimes</b>	<b>Rarely or Never</b>
1. values diversity, showing empathy and respect for other cultures and beliefs				
2. shows empathy and respect for other cultures and beliefs				
3. chooses nondiscriminatory expressions and refrains from belittling others.				
<b>VII. Personal Growth and Reflection – KTPS/InTASC Standard 9</b> <b>The teacher education program applicant:</b>	<b>Always</b>	<b>Typically</b>	<b>Sometimes</b>	<b>Rarely or Never</b>
1. adequately prepares for instruction.				
2. uses feedback and scores from assessments to inform study habits.				
3. proactively works to modify instruction based on student data.				
4. values input from others in the form of constructive criticism and feedback.				
5. makes personal changes based on constructive criticism and feedback.				

Additional Comments (attach an additional sheet if needed):

I recommend the applicant for admission to the Graduate Teacher Education Program.

I do not recommend the applicant for admission to the Graduate Teacher Education Program.

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Signature of person completing form

**Attention Evaluator:**

This Evaluation for Admission to the Teacher Education Program may be submitted electronically by email: [TL@upike.edu](mailto:TL@upike.edu). It can also be mailed or submitted in person to the PCOE Office:

Coletta Parsley  
 Director of Teaching  
 Patton College of Education  
 University of Pikeville  
 147 Sycamore Street  
 Pikeville, KY 41501

**Attach a copy of your current teaching certificate. If there are any changes in your certification while you are enrolled in our program, please send us an updated copy of your teaching certificate.**