

**ADMINISTRATIVE POLICY NUMBER 9:
CONTINUING EDUCATION RECORDS**

- A. **PURPOSE:** The purpose of this administrative policy is to define the procedures necessary to implement the record keeping requirements of KRS 147A.027, which became effective June 21, 2001.

- B. **APPLICABILITY**
 - 1. The following shall provide the Kenton County Planning Commission (KCPC) Secretary with a statement identifying the individual's continuing education. The statement shall be on a form provided by the sponsor of the training or on a printable or electronic uniform certificate approved by the commission. The statement shall contain the date of each program attended, its subject matter, the location of the training, the sponsor(s) of the program, and the time spent in each program.
 - a. Each member of the Kenton County Planning Commission
 - b. Board of adjustment members within Kenton County
 - c. Planning professionals, zoning administrators, administrative officials, and planning professional's deputies and assistants: (1) who are either employed by or contracted by the KCPC; (2) employed by any legislative body within Kenton County; or employed by the Kenton County Fiscal Court.

- C. **APPROVALPROCEDURE**
 - 1. The KCPC Chairman may administratively pre-approve/approve orientation training and continuing educational programs/conferences/seminars which cover the following subjects: land use planning; zoning, floodplains; transportation; community facilities; ethics; public utilities; wireless telecommunications facilities; parliamentary procedure; public hearing procedure; administrative law; economic development; housing; public buildings; building construction; land subdivision; and powers and duties of the board of adjustment.
 - 2. Other topics reasonably related to the duties of planning officials or planning professionals may be pre-approved/approved by a majority vote of the planning commission prior to December 31 of the year for which credit is sought.
 - 3. Certification shall be submitted to the KCPC Secretary upon completion of the orientation training or the continuing education activity at any time during the calendar year, but no later than November 1 of the year in which credit is sought.

D. CRITERIA: The following criteria shall be used to determine how the time is accounted:

1. Unless the number of hours is assigned by the sponsor(s), the number of hours shall be calculated as follows:
 - a. A participant completing or participating in the course of study of an approved activity will be granted one (1) credit hour for each sixty (60) minutes of actual instructional time. Instructional time shall not include introductory remarks, breaks, or business meetings held in conjunction with an orientation or continuing education activity. For activities involving technologically transmitted programming, actual instructional time will be limited by the total assigned by the Commission. The Commission's assignment of credit hours for such activities will include consideration of the sponsor's estimates of average completion time, volume of material, opportunities for interaction, duration of program, and other factors as deemed appropriate. No additional credit will be given for completing or participating in duplicative activities at different times or locations. Duplicate completion of, or participation in, any course of study shall not result in duplicate orientation training or continuing education credits awarded.
 - b. A participant teaching, or participating as a panelist or seminar leader, in an approved course of study will be granted one (1) credit hour for each sixty (60) minutes of actual instructional time. A participant may be granted preparation credit as follows:
 - 1) One (1) credit hour for each two (2) hours spent in preparation for teaching or participating as a panelist or Kenton County Planning Commission seminar leader, up to a maximum of eight (8) hours for professional staff or four (4) hours for non-staff members per two (2) year period.
 - 2) One (1) credit hour for each two (2) hours spent researching, writing, or editing material, which is presented by another participant, up to a maximum of eight (8) hours for professional staff or four (4) hours for non-staff members per two (2) year period.
 - c. A participant may earn credit hours for publication of qualified writing, up to a maximum of four (4) hours for professional staff or two (2) hours for non-staff members per two (2) year period. One (1) credit hour is granted for each two (2) hours of actual preparation time including research, writing, and editing. Qualified writing shall be determined by a majority vote of the planning commission.

E. APPROVAL OF SPONSOR(S) PROGRAMS: The sponsor(s) of an orientation training or continuing educational program/conference/seminar may have their program/conference/seminar pre-approved. Application for accreditation shall be made to the Commission's Chairman not less than sixty (60) days in advance of the scheduled

date of the activity. Approval of the activity shall follow the procedures identified in Subsections C., 1. and C., 2. of this administrative policy.

- F. STANDARDS FOR ACCREDITATION: Orientation training and continuing education activity qualifies for accreditation if the Commission determines that the activity conforms to the following standards:
1. The activity is an organized program of learning (including a course of study, workshop, symposium, or lecture) which contributes directly to the competence of the participant.
 2. The activity deals primarily with issues authorized by KRS 147A.027 (4), as amended, or approved by a majority vote of the planning commission.
 3. The activity has significant intellectual or practical content which is timely.
 4. The activity has as its primary objective to increase the participant's competence as a participant.
 5. The activity must be offered by a sponsor having substantial, recent experience in offering continuing education. Demonstrated ability arises partly from the extent to which individuals with training or educational experience are involved in the planning, instruction, and supervision of the activity.
 6. The activity itself must be taught and conducted by an individual or group qualified by practical or academic experience. The activity, including the named advertised
 7. participants, must be conducted substantially as planned, subject to emergency alterations.
 8. Kenton County Planning Commission
 9. Thorough, high - quality, readable, timely, useful, and carefully prepared written or digital materials should be made available to all participants.
 10. The activity may be presented live or by technological transmission, including video tape, audio tape, live broadcast transmission, satellite simulcast, teleconference, video conference, CD-ROM, data conference, computer on-line services, or other appropriate technology as approved by the Commission. If activities are presented by technological transmission, a facilitator should be available for purposes of answering questions and leading discussion.

11. In cases of in-house activity, such activities may be approved if all standards set forth herein for accreditation are met.
- G. RECORD KEEPING: All records relating to this administrative policy shall be considered public and shall be kept in the KCPC's offices for a minimum of three (3) years after the calendar year in which each statement and appurtenant written documentation is filed.