

Applying for Certification in the Kentucky Educator Credentialing System (KECS)



Logging into KECS/Registering your Account

- When you first click on the EPSB Account icon, you will be taken to this screen:

The screenshot shows the EPSB (Education Professional Standards Board) website. At the top, there is a header with the EPSB logo and the text "Education Professional Standards Board". Below the header, there is a navigation bar with a link "Log in to EPSB Account and...". A dark blue banner across the page states "The EPSB system login has changed. Click here to learn more:" with a "Frequently Asked Questions" link. On the left, there is a blue button "Search Public Records". A large blue arrow points to a green box containing the text "Click Here to LOGIN to KECS System Kentucky Educator Credentialing System". Below this, there is a list of links: "Educator Certification", "Legal", "Ed Prep Admission/Exits", "KECI (Kentucky Education Certificate Inquiry)", and "Ethics Complaints". To the right of the green box, there is a red note: "New users must create an account and register in KECS. (New accounts take 24 hours before they are available to EPSB legacy applications)." Below this, there is a login form titled "LOGIN to EPSB Applications". The form has fields for "User Name:" (containing "reeseuk") and "Password:" (containing "*****"). There is a "Log In" button, a "Forgot Username" button, and a "Forgot Password" button. Below the login form, there is a list of links: "KFETS (Kentucky Field Experience Tracking System)", "COOP (Cooperating Teacher Payment Program)", "KEPRS (Kentucky Educator Program Review System)", "LEAD", and "EPSB Board Meeting Materials".

Education Professional Standards Board

Log in to EPSB Account and...

The EPSB system login has changed. Click here to learn more: [Frequently Asked Questions](#)

[Search Public Records](#)

[Click Here to LOGIN to KECS System](#)
[Kentucky Educator Credentialing System](#)

Click here to access the new KECS System

- New users must create an account and register in KECS.
(New accounts take 24 hours before they are available to EPSB legacy applications).
- Educator Certification
- Legal
- Ed Prep Admission/Exits
- KECI (Kentucky Education Certificate Inquiry)
- Ethics Complaints

LOGIN to EPSB Applications

User Name: reeseuk

Password: *****

[Log In](#)

[Forgot Username](#) [Forgot Password](#)

- KFETS (Kentucky Field Experience Tracking System)
- COOP (Cooperating Teacher Payment Program)
- KEPRS (Kentucky Educator Program Review System)
- LEAD
- EPSB Board Meeting Materials

- You will then be taken to this Log in screen:

Kentucky Department of
EDUCATION

Sign In

Username [Forgot Username?](#)
reeseuk

Password [Forgot Password?](#)
••••••••

→ Login

Do not have an account? [Register](#)

[Online Support Form](#) (866) 287-2077

Locating licensure information? [Public Search](#)

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First, attempt to log in using the same credentials that you have used in the past to log in to the EPSB system to access KFETS.

If you are not able to log in, you may need to register your account. Click here and then follow the instructions provided.

4/30/2022

Welcome to the new Kentucky Educator Credentialing System (KECS)!

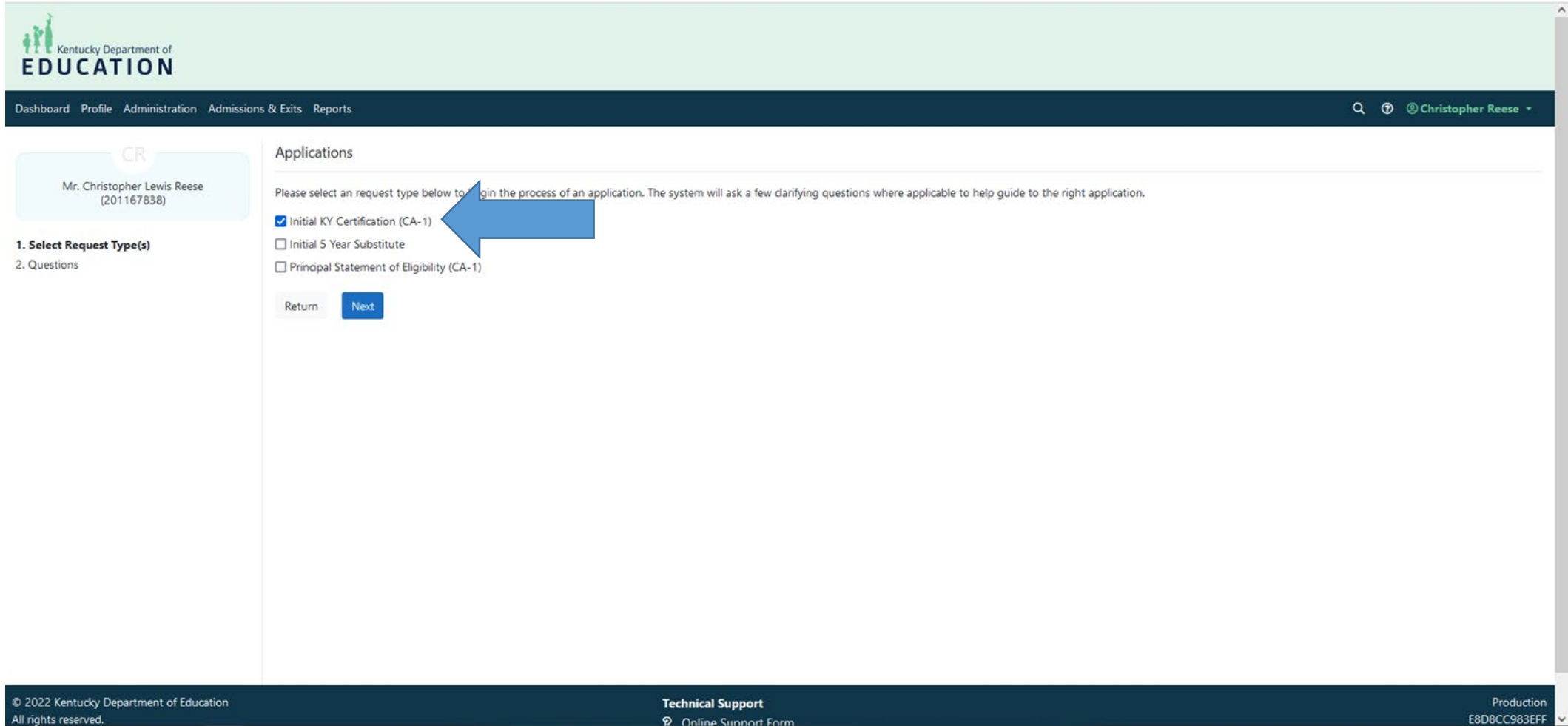
Please visit the help page for [Help Documents](#).

You do not have any active credentials. [Apply for a credential.](#)



Once you are logged in to the KECS system, you will see a Dashboard page. You will need to select that you are Applying for a Credential.

You will then be asked what kind of certificate you wish to apply for. Depending on what programs you have admission records for, this option may be different. For most people, you will want to select that you are applying for your Initial KY Certification.



Kentucky Department of
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Dashboard Profile Administration Admissions & Exits Reports Christopher Reese

CR
Mr. Christopher Lewis Reese
(201167838)

1. Select Request Type(s)
2. Questions

Applications

Please select an request type below to begin the process of an application. The system will ask a few clarifying questions where applicable to help guide to the right application.

- ☒ Initial KY Certification (CA-1)
- ☐ Initial 5 Year Substitute
- ☐ Principal Statement of Eligibility (CA-1)

Return Next

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Technical Support
Online Support Form

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If you already are certified in any way, including a substitute certificate, your list of options will look more like this. You should select the options that are appropriate for your application.

Applications

Please select an request type below to begin the process of an application. The system will ask a few clarifying questions where applicable to help guide to the right application.

- ☐ Add Emeritus Certificate
- ☐ Renew Teacher Statement of Eligibility
- ☐ Renew National Board
- ☐ Rank Change (CA-1)
- ☐ Renew Certificate(s) (CA-2)
- ☒ Adding a new KY Certification (CA-1)
- ☐ Principal Statement of Eligibility (CA-1)
- ☐ Synchronize Certifications (CA-1/CA-2)

If you are completing an advanced program that has a rank change that comes with it, you will want to select Rank Change in addition to adding a new KY certification.

If you are applying for your initial certificate, but already have a substitute certificate, this is what you will want to select.

You will then be asked to verify the selection you have made. At this point, you can click on Start Application.

The screenshot displays the KDE website interface. At the top, the KDE logo and name are visible. Below the header, a navigation bar contains links for Dashboard, Profile, Administration, Admissions & Exits, and Reports. The user's name, Christopher Reese, is shown in the top right corner. The main content area is titled 'Applications' and includes a message: 'Based on your selections, we have determined that you would like to start the application listed below.' Below this, the 'Kentucky Educator Application' is listed with the selection 'Initial KY Certification (CA-1) (In State)'. Two buttons are present: 'Restart' and 'Start Application'. A large blue arrow points to the 'Start Application' button. On the left side, a sidebar shows the user's profile 'Mr. Christopher Lewis Reese (201167838)' and a list of steps: '1. Select Request Type(s)' and '2. Questions'.

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EDUCATION

Dashboard Profile Administration Admissions & Exits Reports

Christopher Reese

CR

Mr. Christopher Lewis Reese
(201167838)

1. Select Request Type(s)

2. Questions

Applications

Based on your selections, we have determined that you would like to start the application listed below.

Kentucky Educator Application

- Initial KY Certification (CA-1) (In State)

Restart Start Application

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8:48 AM
5/4/2022

You will then see the main application page, which has several elements to it.

CR

Mr. Christopher Lewis Reese
(201167838)

Kentucky Educator Application
Started
Initial KY Certification (CA-1) (In State)

Overview

ELEMENTS

Out of State License ☐

Degrees ☐

Assessments ☐

University Recommendation ☐

Character & Fitness ☐

Payment

Summary

APPLICANT

View User Profile

The character and fitness portion of this application has not been completed.

Kentucky Educator Application Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	☐	Applicant	
Degrees *	☐	Applicant, EPP User	
Assessments *	☐	EPP User	
EPP Recommendation *	☐	EPP User	
Character and Fitness *	☐	Applicant	N/A

* indicates a required element

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
No attachments.				

Choose file

Browse

Enter Description

Unknown

+ Add

Save Attachments

A list of all the elements of the application

Who should submit each element of the application

The status of each element

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RANDA.LICENSURE

The first section that you will complete is the Out of State License. For most people, they will not have an out of state license. You can indicate this at the bottom of the page, click on the save button, and that is all you will need to do. If you do have an out of state license, you can indicate it here and upload supporting documentation of that licensure.

DashboardProfileAdministrationAdmissions & ExitsReports

Christopher Reese

CR

Mr. Christopher Lewis Reese
(201167838)

Kentucky Educator Application
Started
Initial KY Certification (CA-1) (In State)

Overview

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Out of State License

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Out of State License

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:

Out Of State License

EDUCATOR LICENSE TYPE	ISSUE DATE	EXPIRATION DATE	ATTACHMENT
No data available in table			

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
No attachments.				

Choose file

Browse

Enter Description

Out of State License

+ Add

Element Confirmation

☐ I hereby confirm that I have added all of my out of state licenses.

- OR -

☐ I have never held an out of state license.

Back to Overview

Save

Save & Continue

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Degrees and Transcripts

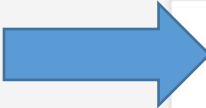
- You must submit **all** transcripts through the [National Student Clearinghouse](#) to the Education Professional Standards Board (EPSB).
- If you have transcripts from other colleges/universities, you are still required to submit those transcripts to the EPSB through the National Student Clearinghouse.
- If you are a graduate initial certification (MIS, MAT, or MATWL) candidate who did your undergraduate work at another college/university, you will need to submit your official transcripts from your undergraduate institution(s) to the EPSB through the National Student Clearinghouse.
- When you receive notification from the National Student Clearinghouse that your transcript has been sent to the EPSB, please contact [Christopher Reese](#) as soon as possible so he can complete the recommendation for certification.

To begin the process of ordering a transcript from the National Clearinghouse, you will first need to select the college or university that you want a transcript for. You can begin with your UK transcript. If you have transcripts from other institutions (even if the credit appears on your UK transcript), you can request those transcripts next.

Transcript Ordering Center

 National Student Clearinghouse® [Help](#)

Order a Transcript



Enter the school you want to request your transcript from
University of Kentucky

[Advanced Keyword Search](#)

CONTINUE >

 National Student Clearinghouse®

2300 Dulles Station Blvd. Suite 220
Herndon, VA 20171

[Contact Us](#) [Privacy Policy](#) [Terms & Conditions of Use](#)

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The next screen will ask you for personal information about yourself to identify the transcript that is being requested. If your degree has not yet posted on your transcript, or, if you are in an advanced non-degree program and your final grades have not yet posted, you should select “yes” to the question “Are you currently enrolled at the University of Kentucky.”

If your degree has posted (or all your grades have posted for a non-degree program), then you can select “no” for this question.

The screenshot shows a web browser window with the title "Enter Personal Information". The browser's address bar shows "myuk.uky.edu/zApps/...". The page has a light gray background and a white form area. The form is divided into two main sections: "Personal Information" and "Student Identification Information".

Personal Information (All fields required, unless otherwise indicated)

First Name First Name is required Middle Name (Optional) Last Name

Date of Birth MM/DD/YYYY Has your name changed since attending school?

Student Identification Information (One of the following is required)

Student ID Dashes are not allowed Confirm Student ID Dashes are not allowed

OR

Social Security Number xxx-xx-xxxx Confirm Social Security Number xxx-xx-xxxx

Are you currently enrolled at University of Kentucky?


2300 Dulles Station Blvd, Suite 220

The next screen will ask you for your current mailing address and email. Please note, if this address is different from what UK already has on record for you, it would be of great assistance to us if you would answer “Yes” to the query at the bottom of the page allowing the university to use this information to update our records. However, you are not required to do so.

Enter Personal Information

Contact Information All fields required, unless otherwise indicated

Address 1

Street number and name or PO Box

Address 2

Building, campus box, floor, apt, suite (Optional)

City

State/Territory/APO

Zip/Postal Code

Country

United States

Email

Confirm Email

Phone Number

(xxx) xxx-xxxx

To receive NSC Msg updates to this phone number, you must Opt-in by selecting 'YES' below. You may receive up to 5 transcript text status updates for each recipient order. Message and data rates may apply. If text messaging is requested, you will receive an Opt-In confirmation message. For help text HELP. To cease messages, text STOP. Texting STOP will stop all text messages to the Opted-in mobile phone number for all existing transcript orders. Do you agree to Opt-in?

YES

NO

Allow the school to use this information to update their records?

YES

NO

CANCEL ORDER

CONTINUE

The next page asks for details about where you want the transcript sent.

For “Who are you sending your transcript to” select “Education Organization, Application Service, Scholarship and Professional Licensing”



1

Enter Personal Information

2

Select Transcript and Delivery Details

3

Confirm Order and Checkout

Recipient All fields required, unless otherwise indicated

According to the Family Educational Rights and Privacy Act (FERPA), in certain instances, schools must obtain the student's permission in order to release information from his or her educational records. The type of consent form that is required is determined by recipient type.

Who are you sending your transcript to? ✓ ▼

Education Organization, Application Service, Scholarship and Professional Licensing

Select Organization ✓ ▼

Education Professional Standards Board - Kentucky

[Advanced Keyword Search](#)

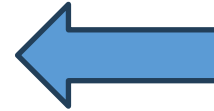
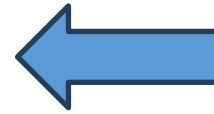
Department ✓ ▼

Education Professional Standards Board

Cancel Order

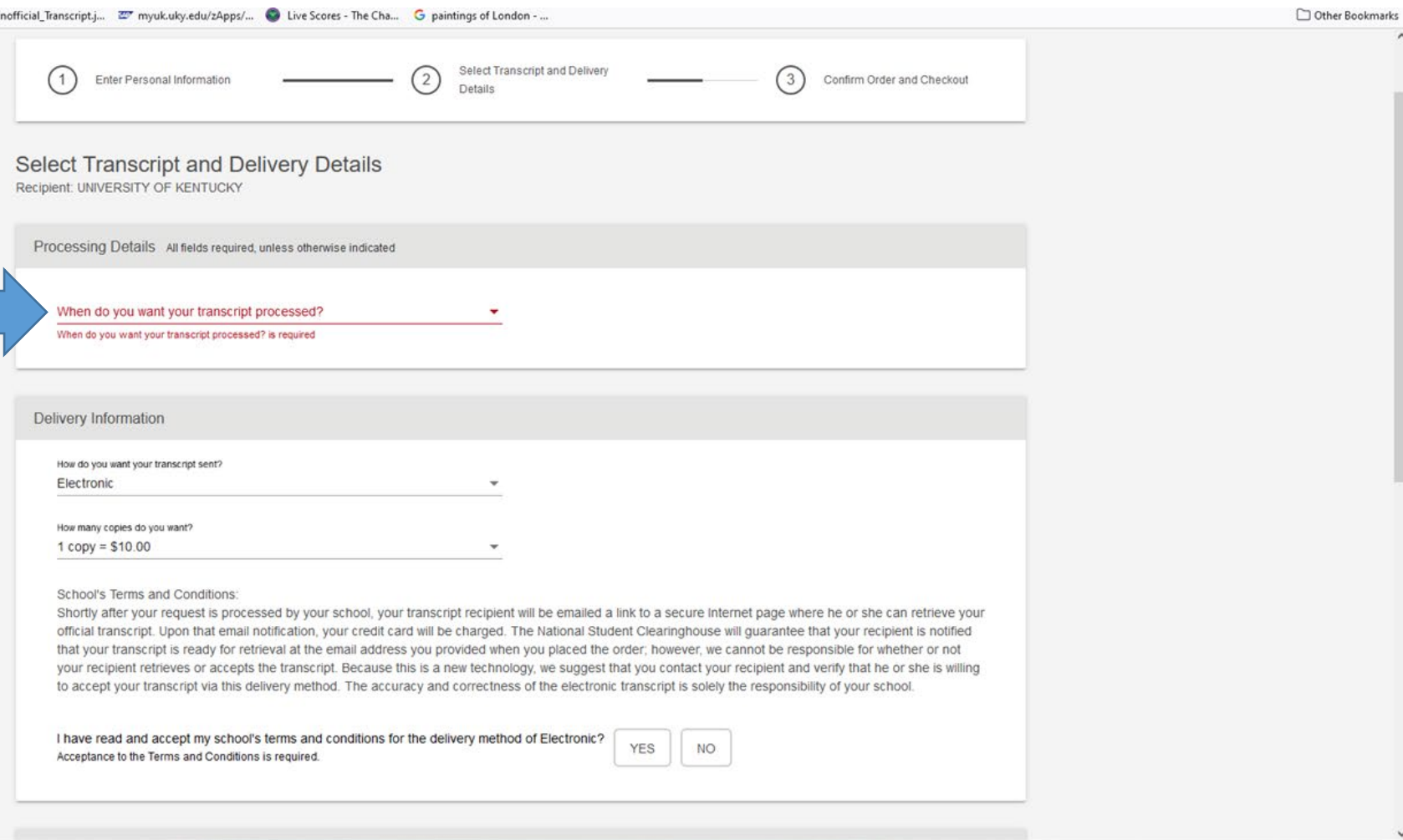
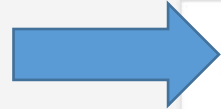
Continue >

For “Select Organization” and “Department,” select Education Professional Standards Board – Kentucky”



If you are waiting for your degree to post or for final grades to post, you should select the appropriate option in this pull down.

Note: If you send a transcript to the EPSB before all the grades and/or degree is posted, the EPSB will not be able to use it for certification purposes, and you will have to request the transcript again. If you have questions about this, contact [Christopher Reese](#)



1 Enter Personal Information — 2 Select Transcript and Delivery Details — 3 Confirm Order and Checkout

Select Transcript and Delivery Details

Recipient: UNIVERSITY OF KENTUCKY

Processing Details All fields required, unless otherwise indicated

When do you want your transcript processed? When do you want your transcript processed? is required

Delivery Information

How do you want your transcript sent?
Electronic

How many copies do you want?
1 copy = \$10.00

School's Terms and Conditions:
Shortly after your request is processed by your school, your transcript recipient will be emailed a link to a secure Internet page where he or she can retrieve your official transcript. Upon that email notification, your credit card will be charged. The National Student Clearinghouse will guarantee that your recipient is notified that your transcript is ready for retrieval at the email address you provided when you placed the order; however, we cannot be responsible for whether or not your recipient retrieves or accepts the transcript. Because this is a new technology, we suggest that you contact your recipient and verify that he or she is willing to accept your transcript via this delivery method. The accuracy and correctness of the electronic transcript is solely the responsibility of your school.

I have read and accept my school's terms and conditions for the delivery method of Electronic?

Acceptance to the Terms and Conditions is required.

At the bottom of this page (not pictured here) is the section that allows you to make the payment for the transcript and confirm your order. When the National Student Clearinghouse has sent your transcript(s) to the EPSB, you should receive an email informing you of this.

You should then email [Christopher Reese](#) to let him know that your transcript has arrived at the EPSB so that he can complete your recommendation for certification.

Assessments and Recommendation

- These two sections must be completed by the EPP (Christopher).
- Once Christopher receives your email letting him know that your transcript(s) have been issues to the EPSB, he will be able to complete the recommendation section.
- You can view the Assessments tab to make sure that your Praxis II assessments (as applicable) are appearing in your account. If they are not and you believe they should be, you should contact [Christopher](#) for assistance.

The final section that you need to complete is the Character and Fitness Review. The first step for this section is to answer the seven questions at the beginning of the form.

DashboardProfileAdministrationAdmissions & ExitsReports

Christopher Reese

CR

Mr. Christopher Lewis Reese
(201167838)

Kentucky Educator Application
Started

Initial KY Certification (CA-1) (In State)

Overview

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Out of State License

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View User Profile

Character and Fitness

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:

Disclosure of Background Information

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".

Yes

No

2. Have you ever been suspended or discharged from any employment or military service because of allegations or misconduct?

Yes

No

3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?

Yes

No

4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?

Yes

No

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.

Yes

No

6. Do you have any criminal charges pending against you?

Yes

No

7. If you indicated "yes" to question #1 through #6, has that the EPSB previously reviewed the information?

Yes

No

N/A

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
No attachments.				

Choose file

Browse

Enter Description

Unknown

+ Add

If you are able to answer “no” to all the questions, then all you will need to do is “sign” the review at the bottom, which will complete this step.



No attachments.

Choose file Enter Description Unknown

Signature *

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 application 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.

PIN: [Hide PIN 1631](#)

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To “sign” your Character and Fitness Review, you will need to enter your four-digit PIN. This number is randomly assigned to you by the system and cannot be changed. You will want to click on “Forgot my PIN.” You will then be able to see it to enter in the box. You should then click the “Sign” button.

Payment
Summary
APPLICANT
View User Profile

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?

☐ Yes ☐ No

7. If you indicated "yes" to question #1 through #6, has that the EPSB previously reviewed the information?

☐ Yes ☐ No ☐ N/A

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
No attachments.				
Choose file	Browse	Enter Description	Unknown	+ Add

Signature *

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 application 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.

 05/04/2022 08:00 AM CDT
Christopher Reese

Once you have “signed” your Character and Fitness Review, a box will appear that should list your name as well as the date and time that you signed the form. Once this box appears, you can submit your Character and Fitness Review by clicking the button at the bottom of the page.

If you answer “yes” to one of the Character and Fitness Review questions . . .

- Candidates that have a Character and Fitness Issue should be contacted by the OELE/EPSC about it and should receive instructions about what further documentation will be necessary.
- If the College of Education can assist candidates with this process, please contact [Christopher Reese](#).

Making Payments



Kentucky Department of
EDUCATION

Dashboard

Profile

Administration

Admissions & Exits

Reports

Q

?

@Christopher Reese

CR

Mr. Christopher Lewis Reese
(201167838)

Kentucky Educator Application
Started
Initial KY Certification (CA-1) (In State)

Overview

ELEMENTS

Out of State License

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View User Profile

The character and fitness portion of this application has not been completed.

Invoice

Below is the invoice for your application. Payment must be made before the application will be submitted for review.

ITEM DESCRIPTION	AMOUNT
Issuance, reissuance, or renewal of regular certificate (including addition of area or rank change)	\$85.00

At this point in the process, you will be able to see what the fee that will be associated with your application will be by clicking on the Payment section of the application. However, you will not be able to make your payment until all sections of the application are complete. Once they are complete, you can make your payment. Making your payment is what will submit your application to the EPSB.

Important Final Notes. . .

- Once Christopher has verified that the EPSB has received all necessary transcripts and completed the assessment and recommendation sections of your application, he will send you an email so that you know to pay your fee and submit the application to the EPSB.
- Once you have submitted your application to the EPSB, you should be able to track its progress through their review by returning to your application.
- Once your credential has been awarded, you will also be able to access the credential itself through KECS by going to your Credentials section. The EPSB will NOT mail you a hard copy of your credential.
- If you have any questions or concerns at any point during this process, please feel free to contact Christopher Reese, christopher.reese@uky.edu, 859-257-4112

Questions?

Christopher Reese
christopher.reese@uky.edu
859-257-4112