



Certificate and Rank Change Application Packet

Academic Services and Teacher Certification: College of Education; University of Kentucky;
166 Taylor Education Building; Lexington, KY 40506-0001; Phone (859) 257-4112

PRINT ONE-SIDED. FORMS PRINTED BOTH SIDES WILL NOT BE ACCEPTED.
SUBMIT ONLY COMPLETE APPLICATION. Incomplete applications will be returned.

Date:

Last Name: First Name: Middle Name: Birth Name:

After Graduation Mailing Address: City: State: ZIP Code:

Phone
Permanent: Work: Other (Specify type:)
() - () - () -

Gender: ___ Female ___ Male

Birthdate: _____

AD account. Example: AD\xxxxx: (This is your original UK email address.)

UKID # (ex: 9#####): _____ or SSN: _____

Ethnicity (check only one):

___ American Indian ___ Asian or Pacific Islander ___ Alaskan Native
___ Black, Non-Hispanic ___ Hispanic ___ Mexican American or Chicano
___ Puerto Rican ___ White, Non-Hispanic

Citizenship

___ U.S.A.
___ Other
Specify other:

Secondary Diploma (check one)

___ U.S. High School ___ GED ___ Home Schooling ___ Foreign (Country: _____)

Diploma State: Year: High School: High School City: High School County:

PLEASE READ AND COMPLETE THIS CHECKLIST IN ITS ENTIRETY

Checkmark each item as you attach it to this application. If you have any questions, call Christopher Reese at 859-257-4112 BEFORE submitting this application.

1. If you are a Bachelor's or Master's Degree student:

Have you applied for your degree to your college? Yes N/A

If you are an MIC, or rank change, or Graduate Level Non-Degree applicant, you MUST attach a signed, dated, completed curriculum contract to this application.

You **do not need** a completed curriculum contract if you are an applicant completing a Bachelor's with Certification.

All others need a completed curriculum contract attached.

Is that document attached? Yes N/A

2. The Transcript Request Form should be turned in with this application.

- Confirm on <https://myuk.uky.edu/> that you have no stops/holds.

- **THERE IS A \$10 FEE for this transcript. Please include a check or money order, made out to UK, for this fee.**

If you are receiving a degree for this certification, please mark "Hold for posting of degree", and include the semester your degree was, or will be awarded.

3. Frankfort requires transcripts from ALL schools attended, including community colleges.

We CANNOT retrieve these from any other UK department where you may have sent them so please acquire the transcripts and attach to this application. Any transcript with a degree MUST be an original transcript. If only classes and no degree, Frankfort will accept a copy of an official or original but not one printed from the Internet.

If you believe we have a copy here in 166 TEB, **please call BEFORE** you bring in your CA-1 application, and we will check for a copy here for you. We may not be able to check at the time you are turning in your CA-1 application because our office is often very busy.

4. You will need to have passed all of the required Praxis II exams for your certification area. You will also need to verify with TEB 166 that we have received your scores.

5. CA-1 Application for a KY Teaching Certificate: Instructions are on each section.

6. EPSB Fee: There is an \$85 fee for initial or advanced certifications.
Pay online at www.kyepsb.net

7. Candidates who have answered "yes" to questions on the Character and Fitness Review must file full documentation with this application. Call for, or pick up instructions in TEB166.

8. \$30.00 check or money order to UK for processing.
PLEASE HAVE CHECKS WRITTEN BEFORE COMING IN.

Date: _____ **Check #:** _____

Return ALL materials to 166 TEB: Christopher Reese (859-257-4112 or clrees2@uky.edu)

TRANSCRIPT REQUEST

Cost is \$10.00 per transcript.



University Registrar
10 Funkhouser Building
Lexington, KY 40506-0054
(859) 257-3161

PLEASE FILL OUT COMPLETELY

Date _____

SS # / Student ID # _____ Date of Birth _____

Name and Address	Last	First	Middle
	Street		
	City	State	Zip Code
	Former Last Name		Phone #
	Email		

Are you currently enrolled? Yes No

Did you attend UK prior to fall 1988? Yes No

PLEASE NOTE: If you attended prior to fall 1988, your request may take longer as those records are on microfilm.

Did you attend Northern Community College or Fort Knox? Yes No

PLEASE NOTE: The University maintains the academic records for students who attended Northern Community College through 1972. Students who attended after 1972 should contact Northern Kentucky University for their records.

The University maintains the academic records for students who attended Fort Knox through 1988. Students who attended after 1988 should contact Elizabethtown Community and Technical College.

Dates of attendance at UK: _____ to _____

This office does not process transcripts for the Colleges of Medicine or Dentistry; please contact those offices directly.

Mail to:

**Taylor Education Building
Room 166
0001**

In accordance with Federal Law and KRS 164.283, records cannot be released without the written consent of the student.

STUDENT'S SIGNATURE:

RC18 (Rev 06/18)

TOTAL # OF TRANSCRIPTS _____

NOTE: Transcripts will not be released if the student has an outstanding financial obligation to the University of Kentucky. Transcripts sent to or picked up by student will state "Official Transcript Issued to Student."

OFFICE USE ONLY:

Amt. Paid: _____ Holds checked: _____

CHECK ALL THAT APPLY:

- MAIL** – Sent by USPS 1st Class. Must allow up to 10 business days for delivery by USPS.
- PICK-UP**
 - Place each transcript in an official envelope with Registrar's stamp.
- HOLD for end of semester grades**
 - Fall Spring Winter
 - 4-week 8-week
- HOLD for posting of degree**
 - Degree _____
 - Term _____
- HOLD for grade change or repeat option**
 - Course _____ Grade _____
 - Term _____

United States Postal Service (USPS) First Class Delivery is included in the \$10 charge for the transcript. For expedited delivery, please see the information below.

EXPEDITED DELIVERY

Expedited delivery can be used by those with academic work prior to fall 1988 but mailing times will not apply.

- Domestic (within the U.S.) Priority Mail** - \$6.70* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 2-3 business days. Tracking numbers are not available with this option.
- Domestic (within the U.S.) Priority Mail Express** - \$24.70* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 1-2 business days. Tracking numbers are available with this option.
- International Priority Mail** - \$32.95* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 6-10 business days. Tracking numbers are available with this option.
- International Priority Mail Express – RUSH option** - \$59.50* (add \$10 for the cost of each transcript) – Transcript will generally be mailed the same day if the request is received in the Registrar's Office by noon (12 P.M. E.T.). If received after 12 P.M., the transcript will be mailed the next business day. USPS indicates delivery within 3-5 business days (can vary by destination). Tracking numbers are available with this option.

The University of Kentucky is not responsible for delays in delivery by the USPS.

**Prices are subject to change by the USPS.*

Commonwealth of Kentucky
EDUCATION PROFESSIONAL STANDARDS BOARD
 Division of Certification, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601
 Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

APPLICATION FOR KENTUCKY CERTIFICATION OR CHANGE IN SALARY RANK

Read instructions before completing application. An incomplete application will delay processing.

SECTION I. Record of Personal Information and Preparation to be completed BY APPLICANT (type or print)

A. PERSONAL INFORMATION

SSN: _____ Date of Birth: _____

Last Name: _____ Suffix: _____

First Name: _____ Middle: _____

Maiden Name: _____ Gender: Male Female

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number (____) _____ Home Mobile

Primary E-mail address: _____

Secondary E-mail address: _____

Ethnic Identification – Optional (check one)

White, Non-Hispanic Black, Non-Hispanic Hispanic

Asian or Pacific Islander American Indian Other

FEES per 16 KAR 4:040		
1.	Initial Statement of Eligibility	-0-
2.	One (1) year certificate	-0-
3.	Five (5) year substitute certificate	\$15.00
4.	Duplicate Certificate	\$25.00
5.	Reissuance of additional four (4) year certificate	\$35.00
6.	Renewal of Statement of Eligibility	\$50.00
7.	Issuance, reissuance, or renewal of regular five (5) year certificate	\$50.00
8.	Addition of area or rank change	\$50.00

Fees must be paid electronically or accompany this form if applicable. Payment Options:

Money Order Cashier's Check E-pay

Make cashier's check or money order payable to:
KENTUCKY STATE TREASURER

**NO PERSONAL CHECKS OR CASH
ACCEPTED**

A \$10.00 processing fee will be retained for certificates that cannot be issued.

Are you a veteran of the United States Armed Forces or Reserves with at least six (6) years of service? Yes No

B. TYPE OF CERTIFICATE REQUESTED – check all applicable

Statement of Eligibility - Area: _____ Addition of new area: _____

Initial certificate based on out of state program Rank Change based on Education program Rank Change based on content degree

Rank Change based on National Board Rank Change based on CEO program Other _____

C. COLLEGE ATTENDANCE RECORD – list all applicable degree programs (attach additional pages if needed)

College or University	Address	Dates of Attendance				Total semester hours or degrees awarded
		From	To			
		M	Y	M	Y	

D. PRAXIS II REQUIREMENTS – out of state applicants only. (See instructions)

Have you had two or more years of fully certified out of state teaching experience Yes No
 If YES, complete Section II. If NO, electronically submit PRAXIS II scores or provide test dates. See instructions for further information.

SECTION II. Record of Experience - completed by applicant and verified by school superintendent (use additional pages if needed)

School District	City, State	Position	Check one		Employment Dates			
		(include grade level & subject)	Full time	Other	From		To	
					M	Y	M	Y

I verify that this applicant has had experience as indicated above

Superintendent Signature: _____ District: _____ Date: _____

District Telephone number: (____) _____

NAME: _____

SSN: _____

SECTION III. Character and Fitness

A. Applicants are required to submit a national and state criminal background check. The criminal background check shall be conducted within twelve (12) months prior to the date of the initial application for certification.

- I am an applicant for initial certification in Kentucky and I have submitted or will submit my national and state background check.

B. 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

C. 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.

SIGNATURE: _____ DATE: _____

Section IV. Affirmation

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.

SIGNATURE: _____ DATE: _____

Commonwealth of Kentucky
EDUCATION PROFESSIONAL STANDARDS BOARD
Division of Certification, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601
Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

APPLICATION FOR KENTUCKY CERTIFICATION OR CHANGE IN SALARY RANK

Read instructions before completing application. An incomplete application will delay processing.

Record of Personal Information to be completed BY APPLICANT (type or print)

SSN: _____ Date of Birth: _____
Last Name: _____ Suffix: _____
First Name: _____ Middle: _____
Maiden Name: _____ Gender: Male Female
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number (____) _____ Home Mobile
Primary E-mail address: _____
Secondary E-mail address: _____

This page is not required for individuals applying for a Rank Change based on completion of National Board or the Continuing Education Option.

If you did not complete an approved program of preparation at a regionally accredited college or university, but hold a valid teaching certificate from another state issued through transcript evaluation or an alternative preparation program, contact the EPSB Division of Certification at dcert@ky.gov to request an Out of State Alternate Route Program Verification Form to be used in lieu of this page

STOP HERE

Forward this page to the certification officer at the college or university where you completed your preparation program.

**SECTION V. Certificate or Rank Change Recommendation
(TO BE COMPLETED BY THE PREPARATION COLLEGE OR UNIVERSITY CERTIFICATION OFFICER)**

A. TYPE OF CERTIFICATE REQUESTED – check all applicable

- Statement of Eligibility Rank Change Addition of new area Other _____
 Completion of Alternative Route program Initial certificate based on out of state program

B. Recommendation

Program Completed (include grade level and subjects)	Date Program Completed (MM/DD/YY)

C. Student Teaching (see instructions, Item C)

(1) Grade Level _____ Subject _____ (2) Grade Level _____ Subject _____

D. Program Approval and Accreditation Status

- Is the institution regionally accredited? Yes No
Are the programs listed above state approved? Yes No
Is the institution NCATE accredited? Yes No

E. PRAXIS II Scores: All scores must be reported electronically to the EPSB.

- I verify that our institution has received passing scores for all KY required assessments and recommend a rank change or the issuance of a certificate as indicated above OR
 I verify completion of the above listed out of state program

College or University: _____ Telephone number: (____) _____
Signature and Title: _____ Date: _____

Dr. Gary Schroeder
Director/Teacher Certification
University of Kentucky
(859) 257-7971



What Happens Next:



We process applications as quickly as possible.

When our office receives an application, the transcript request is immediately sent to the Registrar. **Please allow time as follows:**

Note: If you completed a degree this semester, (once grades have been entered) allow **2-3 weeks for degrees to post.**

Note: If your course work and/or degree is complete or you are just waiting for grades from a previous semester, we may receive your transcript in as little as 2 days.

Once degrees are posted by the Registrar, completed applications are mailed to the EPSB Office in Frankfort. Applications are then reviewed by Certification Specialists. Upon approval; a statement of Eligibility Certificate is mailed to the address provided on the TC-1 Form. EPSB application reviews are typically completed in 7-10 business days.

Inquiring phone calls, emails, and visits take valuable time away from our work completing the process. You can help us and our colleagues at the Registrar's Office and the EPSB by being aware of the process! Here's how you can check on the status of your certificate:

- **Log on to myUK (<https://myuk.uky.edu/iri/portal>) and view your unofficial transcript. If there are any concerns about your grades, degree, or transcript, contact the instructor, advisor, Graduate School or Registrar's office (depending upon issue).**
- **Verify if your application has arrived at the EPSB website at www.kyepsb.net.**

Please do not call TEB 166 Teacher Certification office to see if your application has been sent to Frankfort UNTIL you have:

(1) verified on myUK that your grades and/or degree appear(s) on your unofficial transcript,
AND (2) given the certification office time to receive the transcript,
AND (3) given the EPSB time to receive and approve your paperwork,
AND (4) checked www.kyepsb.net to determine your application status.

We all ask for your patience with this process. Our office, the Registrar's Office, and the EPSB understand that all teachers need certification as quickly as possible. All groups work in a timely manner to get your degree posted and your certificate approved.

THIS FORM IS FOR YOUR REFERENCE. PLEASE KEEP!

**UK COLLEGE OF EDUCATION
Academic Services and Teacher Certification
166 Taylor Education Bldg.
Lexington, KY 40506-0001**

**859-257-4112
clrees2@uky.edu
FAX: 859-323-3887**