OVERVIEW OF THE NEW ONLINE CA-TP

Presented by EPSB staff
Summer 2014

EPSB
**Education Professional
Standards Board**

Overview

- Candidate must be admitted into Option 6 program in the EPSB Admissions/Exit system to initiate an application

- Flow of the process
  - District initiates the application
  - Candidate completes Character and Fitness portion and university background information
  - Institution of Higher Education (IHE) verifies enrollment and uploads mentoring plan
  - District uploads background check (once required) and submits application to EPSB

Initiating an application

- Start in the forms library of KECI – click "Create Application" beside the TC-TP

- Enter the applicant's SSN, click "Search" and then click "Start" if found

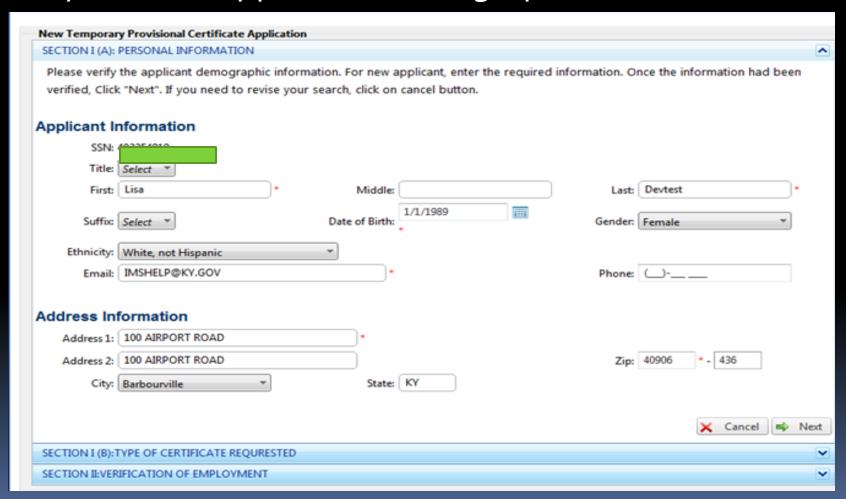# Initiating an application

- The system will notify you if the individual is not fully admitted in the Admissions/ Exit program
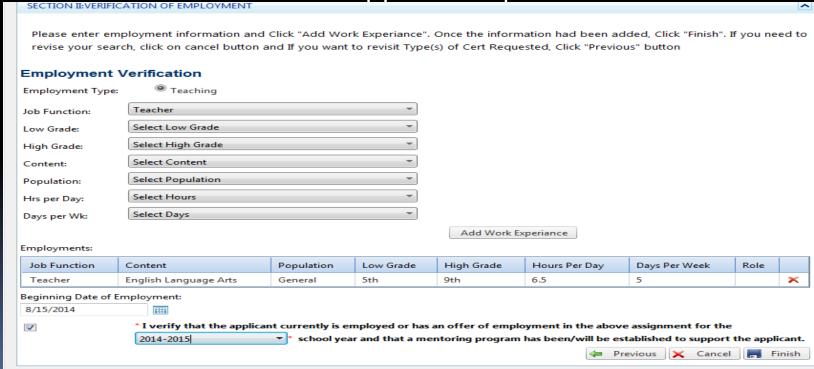- If no admission data is showing, contact the IHE for assistance

Initiating an application

- Verify or enter applicants demographic information

Initiating an application

- Select the program enrollment that matches the position for which the individual has been hired

- More than one program can be selected
  - Use only if the individual is hired in both types of positions

New Temporary Provisional Certificate Application

SECTION I (A): PERSONAL INFORMATION

SECTION I (B): TYPE OF CERTIFICATE REQURESTED

Please select and drag programs from Enrolled Programs to Type of Certificate Requested. Drop a selected Type of Certificate Requested over the recycle bin to delete it. Once the Type of Certificate Requested had been selected, Click "Next" button. If you need to revise your search, click on "Cancel" button and If you want to revisit Personal Information, Click "Previous" button

Program Enrollment:

	Program Name	Route	Program Type	Degree Type	Certificate
	Middle School Social Studies	Option 6: University-Based Alternative Route to Certification	Initial Certificate Bachelor's Level	Baccalaureate	KG20

Type of Certificate Requested:

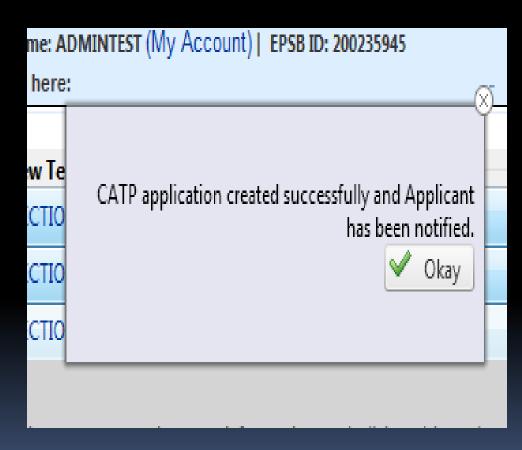|	Program Name	Route	Program Type	Degree Type	Certificate
	Middle School (Science)	Option 6: University-Based Alternative Route to Certification	Initial Certificate Bachelor's Level	Baccalaureate	KG50

Initiating an application

- Enter teaching assignment information
  - If teacher has multiple assignments, enter each
- Enter "Beginning Date of Employment"
- Select school year and check verification
- Click "Finish" to initiate the application process

Application process – applicant steps

- Applicant is notified by e-mail to complete their portion of the application
  - Code of Ethics review
  - Demographic verification
  - Review of Certification Requested and Employment information
  - College attendance information (must submit official transcript)
  - Other certification information
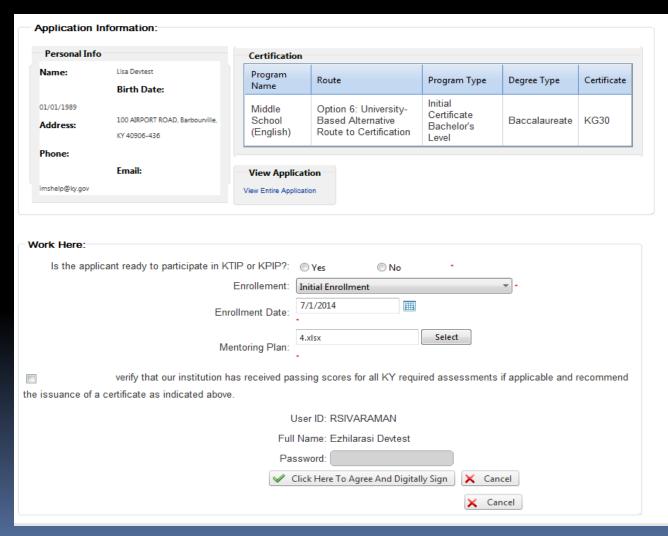 - Character and Fitness questionnaire
  - Summary and signoff

me: ADMINTEST (My Account) | EPSB ID: 200235945

here:

CATP application created successfully and Applicant has been notified.

✔ Okay

Application process – IHE steps

- IHE notified nightly by e-mail of pending applications
- IHE selects applicant from list of applications in the New "Educator Preparation Portal" with status "Pending – University Cert Officer Signature"
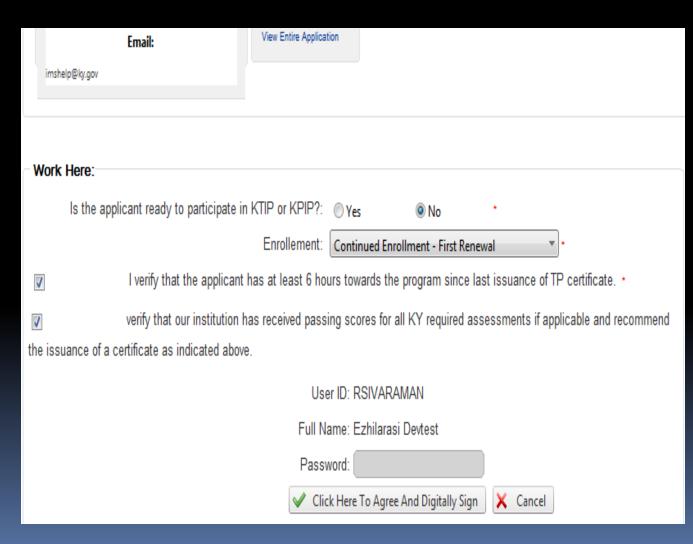 - IHE can see status of other TC-TP applications tied to their institution

Application process – IHE steps Initial Enrollment

- IHE verifies Option 6 program information
  - Selects enrollment status as Initial
  - Enter enrollment date
  - Selects KTIP status as "no"
  - Uploads mentoring plan
  - Checks verification box
  - Digitally signs
- IHE can view entire application if so desired

Application process – IHE steps Continued Enrollment – 1ˢᵗ renewal

- IHE verifies Option 6 program information
  - Selects enrollment status as Continued Enrollment – 1ˢᵗ renewal
  - Selects KTIP status
  - Uploads mentoring plan if KTIP status is NO
  - Checks verification boxes
  - Digitally signs

Email:

imshelp@ky.gov

View Entire Application

Work Here:

Is the applicant ready to participate in KTIP or KPIP?: ○ Yes ● No

Enrollment: Continued Enrollment - First Renewal ▼

☑ I verify that the applicant has at least 6 hours towards the program since last issuance of TP certificate.

☑ verify that our institution has received passing scores for all KY required assessments if applicable and recommend the issuance of a certificate as indicated above.

User ID: RSIVARAMAN

Full Name: Ezhilarasi Devtest

Password:
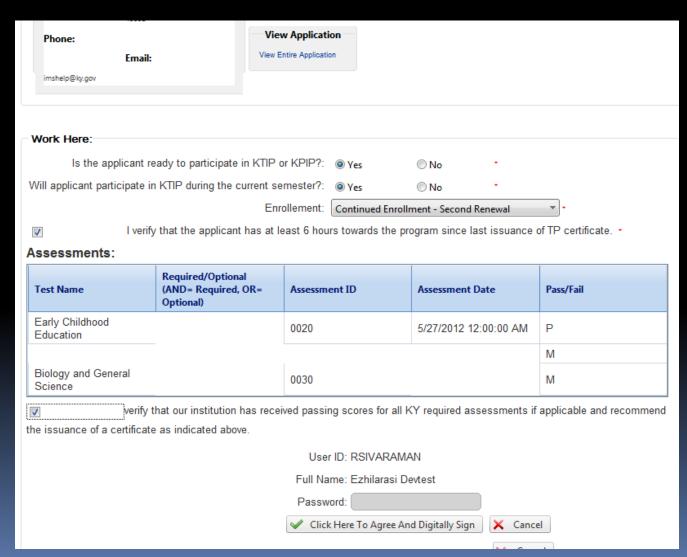
✔ Click Here To Agree And Digitally Sign   ✖ Cancel

Application process – IHE steps Continued Enrollment 2nd renewal

- IHE verifies Option 6 program information
  - Selects enrollment status as Continued Enrollment - 2nd renewal
  - Selects KTIP status as "yes"
  - Verifies KTIP semester
  - Uploads mentoring plan if unable to start KTIP in current semester
  - Reviews assessment data
  - Checks verification boxes
  - Digitally signs

Phone:

Email:

imshelp@ky.gov

View Application

View Entire Application

Work Here:

Is the applicant ready to participate in KTIP or KPIP?: ◉ Yes ◯ No .

Will applicant participate in KTIP during the current semester?: ◉ Yes ◯ No .

Enrollement: [Continued Enrollment - Second Renewal ▼] .

☑ I verify that the applicant has at least 6 hours towards the program since last issuance of TP certificate. .

Assessments:

Test Name	Required/Optional (AND= Required, OR= Optional)	Assessment ID	Assessment Date	Pass/Fail
Early Childhood Education		0020	5/27/2012 12:00:00 AM	P
				M
Biology and General Science		0030		M

☑ verify that our institution has received passing scores for all KY required assessments if applicable and recommend the issuance of a certificate as indicated above.

User ID: RSIVARAMAN

Full Name: Ezhilarasi Devtest

Password: [   ]

✔ Click Here To Agree And Digitally Sign ✘ Cancel

Application process – final submission

- When IHE signs off on application, district is notified by e-mail that application is ready for final verifications and submission

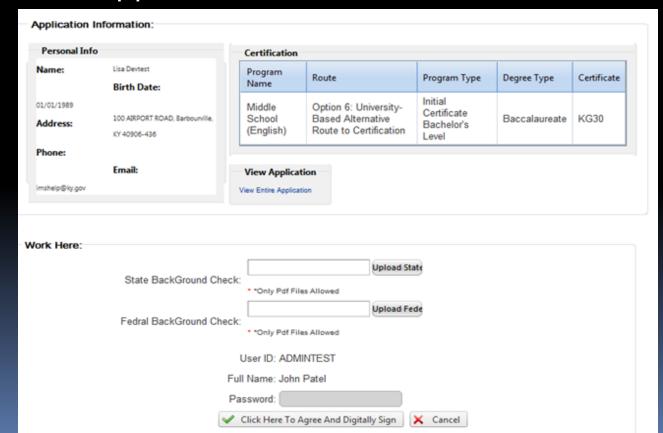- Pending applications can be accessed via new "Online Applications" in KECI

User Name: ADMINTEST (My Account) | EPSB ID: 200235945
You are here: Kentucky Education Certificate Inquiry

Search	SSN:
LEAD Home	
Forms Library	EPSBID:
Online Applications	Training: ☐TPA ☐IECE ☐KTIP ☐KPIP
Certification Codes	
District Role Manager - Adair County	First Name:
District Role Manager - Boone County	Last Name:
District Role Manager - Fayette County	District:
Reports	Search
Emergency Substitute Online Application	

Application process – final submission

- District selects applicant from status "Pending – HR Designee Signature"

- District can also view status of all submitted applications

- Moving forward this screen will include TC-4 and other online applications as they roll out.

Application process – final submission

- District uploads state and federal background check (effective January 1, 2015)
- District signs off on application to submit it to EPSB

Application Information:

Personal Info

Name:	Lisa Devtest
Birth Date:	
01/01/1989	
Address:	100 AIRPORT ROAD, Barbourville, KY 40906-436
Phone:	
Email:	
imshelp@ky.gov	

Certification

Program Name	Route	Program Type	Degree Type	Certificate
Middle School (English)	Option 6: University-Based Alternative Route to Certification	Initial Certificate Bachelor's Level	Baccalaureate	KG30

View Application

View Entire Application

Work Here:

State BackGround Check: [   ] Upload State
* *Only Pdf Files Allowed

Fedral BackGround Check: [   ] Upload Fede
* *Only Pdf Files Allowed

User ID: ADMINTEST

Full Name: John Patel

Password: [   ]

✔ Click Here To Agree And Digitally Sign   ✕ Cancel

Application process - approval

- Application is routed to the appropriate consultant for review of all materials
  - Official transcript will be matched with application at this point
  - If applicant has answered yes on the Character and Fitness questionnaire or if a previous legal case exists, the application will be routed to EPSB's legal division for initial processing
- Once all materials are in and everything matches (program, employment, etc.) the certification consultant creates the credential in our system with a status of "Pending"
- The application will then route to another consultant for review and final approval

Application process - approval

- Once application receives final approval:
  - The credential's status is changed to Certification Issued
  - A digital certificate is created in our system
    - No paper certification will be issued
  - District and applicant are notified by e-mail that application has been approved and certificate is available for download and printing
  - If IHE has indicated that individual is KTIP ready, an e-mail will also be sent to the district KTIP coordinator

Questions?

- Certification Help Desk
  - 502-564-4606 and press 11 at the menu
  - 502-564-5846
  - dcert@ky.gov

- Educator Preparation
  - 502-564-4606 and press 4 at the menu
  - 502-564-5789