

OVERVIEW OF THE NEW ONLINE CA-TP

Presented by EPSB staff
Summer 2014



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

<input type="checkbox"/>	TC-MG	Request for One-year Probationary Certificate for Middle School Teachers			
<input type="checkbox"/>	TC-TP	Application for Temporary Provisional Certification		Create Application	PDF Power Point 

New Temporary Provisional Certificate Application

Search for the applicant by entering his or her Social Security Number to start online "Temporary Provisional Certificate Application" Process.

SSN:

Search Result

SSN	First Name	Last Name	Date of Birth	Email
<input type="text" value=""/>	Chelcee	DEVTEST	1/1/1989	IMSHELP@KY.GOV

If you wish to enter a new application for the above applicant, select "Start". If this is not the applicant for whom you wish to create an "Application for Temporary Provisional Certification", please revise your search by reentering the Social Security Number and clicking on search again.

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

New Temporary Provisional Certificate Application

Search for the applicant by entering his or her Social Security Number to start online "Temporary Provisional Certificate Application" Process.

SSN:

Search Result

SSN	First Name	Last Name	Date of Birth	Email
<input type="text" value=""/>	Chelcee	DEVTEST	1/1/1989	IMSHELP@KY.GOV

Alert : Applicant Is not Enroll in Alternative Routes

Our record indicates that above applicant is currently not enrolled in any Option 6 or Option 7 or Option 8 programs. Please contact university or college to have the candidate enrolled into a program.

Initiating an application

- Verify or enter applicants demographic information

New Temporary Provisional Certificate Application

SECTION I (A): PERSONAL INFORMATION

Please verify the applicant demographic information. For new applicant, enter the required information. Once the information had been verified, Click "Next". If you need to revise your search, click on cancel button.

Applicant Information

SSN: [REDACTED]
Title:
First: * Middle:
Last: *
Suffix: Date of Birth:
Gender:
Ethnicity:
Email: * Phone: -____

Address Information

Address 1: *
Address 2:
City: State:
Zip: * -

SECTION I (B): TYPE OF CERTIFICATE REQUESTED

SECTION II: VERIFICATION OF EMPLOYMENT

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 REQUESTED

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

SECTION II: VERIFICATION OF EMPLOYMENT

Please enter employment information and Click "Add Work Experience". Once the information had been added, Click "Finish". If you need to revise your search, click on cancel button and If you want to revisit Type(s) of Cert Requested, Click "Previous" button

Employment Verification

Employment Type: Teaching

Job Function:

Low Grade:

High Grade:

Content:

Population:

Hrs per Day:

Days per Wk:

Employments:

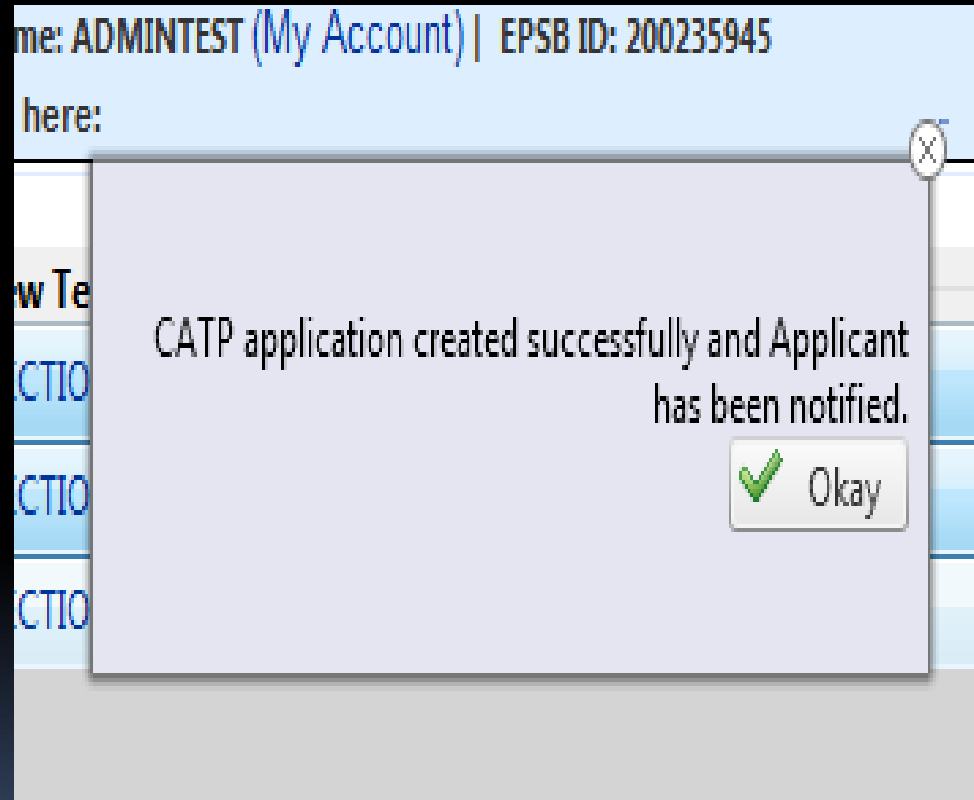
Job Function	Content	Population	Low Grade	High Grade	Hours Per Day	Days Per Week	Role	
Teacher	English Language Arts	General	5th	9th	6.5	5		✖

Beginning Date of Employment:

* I verify that the applicant currently is employed or has an offer of employment in the above assignment for the * school year and that a mentoring program has been/will be established to support the applicant.

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



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

on **College Recommendation:**

ApplicationType ▾ ✕ ApplicationStatus ▲ ✕

	First Name	Last Name	Last 4 SSN	Date of Birth	School Year
	<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾

ApplicationType : TC-TP

- > ApplicationStatus : Approved
- > ApplicationStatus : Pending - Applicant Signature
- > ApplicationStatus : Pending - EPSB Cert Officer First Reivew
- > ApplicationStatus : Pending - HR Designee Signature
- > ApplicationStatus : Pending - University Cert Officer Signature
- > ApplicationStatus : Pending Character & Fitness Review

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 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:

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

Enrollment:

Enrollment Date:

Mentoring Plan:

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:

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

The screenshot shows a web application interface for the IHE process. At the top, there is an 'Email:' field containing 'imshehp@ky.gov' and a 'View Entire Application' button. Below this is a 'Work Here:' section with a question: 'Is the applicant ready to participate in KTIP or KPIP?' with radio buttons for 'Yes' and 'No' (selected). A dropdown menu for 'Enrollment:' is set to 'Continued Enrollment - First Renewal'. There are two verification checkboxes, both checked: 'I verify that the applicant has at least 6 hours towards the program since last issuance of TP certificate.' and '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.' At the bottom right, the user's details are shown: 'User ID: RSIVARAMAN', 'Full Name: Ezhilarasi Devtest', and a 'Password:' field. Two buttons are at the bottom: 'Click Here To Agree And Digitally Sign' (with a green checkmark) and 'Cancel' (with a red X).

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

Enrollment: 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

I 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:

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
LEAD Home
Forms Library
Online Applications
Certification Codes
District Role Manager - Adair County
District Role Manager - Boone County
District Role Manager - Fayette County
Reports
Emergency Substitute Online Application

SSN:
EPsBID:
Training: TPA IECE KTIP KPIP
First Name:
Last Name:
District:

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, Sarbournville, KY 40906-436

Phone:

Email: lmshep@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:
*Only Pdf Files Allowed

Federal BackGround Check:
*Only Pdf Files Allowed

User ID: ADMINTEST
Full Name: John Patel
Password:

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