

**The EPSB Division of
Certification presents...**

**Top 10
Certification Pitfalls to
Avoid**

Pitfall #10

**Thinking a certificate
can be renewed
simply by sending in
the fee**

TC-2 Form for renewals

- Teachers without Rank II must provide 15 new hours toward Rank II after five years
- With Rank II, must provide 3 yrs. experience (in area of certificate) out of last five years
- Through June 30, 2012, two year extension is mandated IF facing the 10-year renewal mark and with completed TC-2 form

Pitfall #9

Not giving hiring preference to certified teachers when hiring aides

KRS 161.044 (4)

“Local districts shall give preference to applicants for the position of teacher's aide who have regular or emergency teacher certification.”

Pitfall #8

**Not using KECI and
LEAD report to full
advantage for
permissions and new
forms**

(log in at www.epsb.ky.gov)

Using KECI to best advantage

- These can be found by searching for the teacher/intern in KECI—train principals!
- KDE content permissions are found, not course names
- Reading & Writing Endorsement (now Literacy Specialist) does NOT make an “English teacher”
- Old emergency (TC-4) forms do not have percentage of schedule taught
- Old TC-HQ forms are unusable due to change in regulation (and 90 pt. formula)

Using KECI to best advantage

- Don't leave LEAD monitoring off your "to-do" list each fall
- Use the Preliminary Audit Report from LEAD by October 1-15 to make sure you don't have:
 - Interns not in KTIP
 - Expired certificates
 - Teachers out of field
 - New principals without COE submitted, etc.

Pitfall #7

**Confusing the use of
the TC-4 with the
TC-4F**

TC-4

- TC-4 is used by district for hiring emergency certified substitutes (64 hours or more)
- Sent to EPSB only if a Character & Fitness (C&F) answer is YES
- Should not be used in long-term positions

TC-4F

- Must have no other “qualified” candidates for position
- Must have dated Board order number
- Cannot be re-issued in the future to same person
- Must have 2.5 GPA and criminal records check
- ALWAYS sent to EPSB

Pitfall #6

Using a person with a C&F problem as a “sub” while district waits for clearance

C&F problems

All forms you use for certificate application (including TC-4) are EPSB forms...a problem with one is a problem on all!

Pitfall #5

**Contracting with new
teachers based on
out-of-state
certificates**

Reciprocity...

- Is not automatic
- In KY, is largely dependent on PROGRAM COMPLETION
- Requires 2 years experience to waive KTIP and KY Praxis testing
- Is NOT gained via TESTING ONLY
- May not include advanced degrees

Pitfall #4

**Making salary rank
determinations
before granted by
EPSB**

KRS 161.1211;16 KAR 8:010 & 8:020

- Statute says EPSB determines rank
- Regulations “flesh out” acceptable programs
- “Approved graduate level” credit is a KEY phrase used by EPSB
- EPSB looks for a university recommendation for rank change

Pitfall #3

**Assigning alt route
(TP) teacher to KTIP
before approved by
university**

Page 5 of the TC-TP form

- Used only when Temporary Provisional teacher is ready for KTIP
- Serves as the statement of eligibility (SOE)
- **MUST** be sent to local district when TP is ready to KTIP
- Will be required by EPSB when entering any TP into KTIP system

Pitfall #2

**Assumptions about
out-of state, on-line
rank change
programs**

16 KAR 5:010

- Governs use of the program
- Division of Certification does not “pre-approved” such programs
- Guidelines found at EPSB web site
- Teachers pursue these programs at own risk
- Certificates earned are from another state, not Kentucky

EPSB Guidelines for On-line

The coursework must: have been taken at a *regionally accredited* university, and the institution must have *state approval* or accreditation as well as *NCATE* accreditation;

- Constitute a **complete and identifiable program** containing at least 30 graduate hours and noted as such on the university transcript or recommendation page of the TC-1 form;
- May **not duplicate** a program taken by the educator during a previous rank change program;
- Programs must be in an area of **P-12 education** and **enhance** the educator's base certificate.

Pitfall #1

**Assumptions in hiring
alternative route
candidates (TP
certified)**

KRS 160.345 (2) (h)

The superintendent may forward to the school council the names of qualified applicants who have pending certification from EPSB based on recent completion of preparation requirements, out-of-state preparation, or alternative routes to certification pursuant to KRS 161.028 and 161.048.

Temporary Provisionals..

- Are hired for a specific subject area
- Cannot be used as “alternative” teachers
- Must be hired for positions with at least 15 teaching hours per week in certificate area
- Are expending own funds to become certified

EPSB Certification Division Contact Information

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