Online Emergency Substitute Implementation Guide for Kentucky School Districts

Summer 2015
Online Emergency Sub Implementation

• Beginning in the 2012-13 school year, all Emergency Certified Substitute (ECS) applications shall be handled via the EPSB’s online certification system
• This certification must be re-issued for each school year for each ECS hired
• Districts must maintain the employment application, transcript, and EPSB-issued certificate for each ECS
Online Emergency Sub Implementation

• Districts do NOT have to require that emergency substitute applicants resubmit new district employment applications and/or new transcripts each year

• These submissions are left to local board policies concerning these documents
Online Emergency Sub Implementation

Districts should NOT use this application method for any substitutes who:

– Hold a regular active teaching certification
– Hold a 5-year substitute certificate issued by EPSB

Substitutes must secure an emergency substitute certificate for EACH district in which they wish to work

– This is NOT a change as it has always been a requirement for an application form in each district
Online Emergency Sub Implementation

This process is interactive between applicant and district

• Applicant applies with district as usual

Next steps occur online via EPSB website

• District processes/approves online CA-4 application
• District notifies applicant (automated email) to complete CA-4 application
• Applicant creates EPSB account
• Applicant completes CA-4 when notified by district
• Applicant receives Emergency Sub Certificate electronically
Dedicated help for CA-4 questions

• The CA-4 online application relies on support from EBSB personnel in Technology, Legal, and Certification Divisions
• For this reason, a dedicated email support address is established so that all involved EPSB personnel will see and react ASAP to users
• EPSBTC4@ky.gov should be used for ALL support questions and/or needs (seen on the global as EPSB TC4)
Who is eligible for a Emergency Substitute Certificate?

- Emergency substitute teachers are governed by 16 KAR 2:030, and they must have either:
  (a) A Bachelor's degree (Rank IV);
  (b) At least ninety-six (96) semester hours of college credit (Rank IV); or
  (c) From sixty-four (64) to ninety-five (95) semester hours of college credit (Rank V)

Salary rank determination is governed by KRS 161.1221
Overview of District Steps with ECS Applicants (details in later slides)

• Ensure proper role (HR Designee) is secured from EPSB for all district personnel who will work with emergency sub online process (Email: EPSBTC4@ky.gov)

• Secure board order number each spring for anticipated number of EC Subs for school year
  – Board order date must be after March 1 for the upcoming school year

• Get completed application and transcript from each applicant

• Advise applicant that an active email address will be required to apply for EPSB certification
Overview of District Steps with ECS Applicants (continued)

• Conduct required background checks
• Notify applicant if district IS NOT interested in hiring him/her as an ECS
• Provide applicant with instructions to register with EPSB to complete online certification application
• Create application in EPSB’s KECl system for the applicant (see next slide)
District steps to access the online emergency substitute system & creating an application

Individual application processing
District Steps 1 and 2

1. Log into [www.epsb.ky.gov](http://www.epsb.ky.gov), then click on “Kentucky Educator Certification Inquiry”

2. Click on “Emergency Substitute Online Application”
District Steps 3 and 4

3. Search for applicant by Social Security number.
4. Click “Start” if correct name is found and individual has previously held certification OR to create new record if no match is found.
District Step 4

a. If individual’s name is found, but they have never held certification, a background check must be on file with the district prior to starting the application.

b. Select “Yes” to both questions then click start
District Step 5

Verify applicant’s personal information, OR
Enter new applicant information.

Academic Preparation information is required.
District Step 6

Complete “District Verifications” and click “Finished”

1. Ensure prerequisites are met
2. Board order number and date required

www.epsb.ky.gov
District Step 7

View submitted application and click “Done”

Once “Done” is clicked, applicant will be notified via email of his/her pending application.
Sample view of email to applicant (will be sent weekly until action is taken!!)

Education Professional Standards Board

Dear Sally Doe,

Our record indicates that the Franklin County School District has initiated your Application for Emergency Substitute Certification. In order to process the application, we need for you to log in into the EPSB website and complete the Character and Fitness portion of the application. Once the application has been approved, the certificate will become available for you to download.

Please log in to EPSB website using your username and password. If you have not already established a username and password on the EPSB website, please click the “Create New Account” link and follow the prompts. You must use the same e-mail address which was used to receive this e-mail. If you have any questions or need assistance about this application, please contact the Franklin County School District.

If you need assistance with the username and password, please contact the TC-4 help desk at EPSBTC4@ky.gov.

Thanks,
Education Professional Standards Board.
Division of Certification.
100 Airport Road, 3rd Floor Frankfort, KY 40601
www.epsb.ky.gov
Applicant steps to apply for Emergency Substitute Certification

Online CA-4 process
Sample view of email to applicant (will be sent weekly until action is taken!!)

All CA-4 Applicants will be sent this automated email when the district has approved your application. You MUST take action to complete the process at this point via the following steps.

www.epsb.ky.gov
Applicants applying in multiple districts

Substitutes must secure an emergency substitute certificate for EACH district in which they wish to work.

NOTE: This is NOT a change—it has always been a requirement for a completed emergency substitute application in each district where one is employed as an emergency substitute.
Applicant Steps 1 and 2

1. Go to www.epsb.ky.gov or click the link provided in email notification from district.
   a) Click on the “Log in to EPSB” button on the lower left of the screen.
   b) If necessary, create your new account on the right side of the log-in page by clicking on the “New User? Create Account Here” button.

An important note on your EPSB account

• Make sure all your personal information is correct when you establish your EPSB account
• Should you lose/forget/need to reset your password at a later date, you will need your birthdate and SS# to be accurate in your account
• Resetting passwords may be done BY THE USER at the “Log in to EPSB” button on the lower left of www.epsb.ky.gov
• You do NOT need to contact EPSB to reset your password
Applicant Step 3

Once logged in, click on “My Application Status - View Details” on the lower left of the screen.
Applicant Step 4

You will then see information on your application (CA-4) and you should click on the live link to complete the process on your pending application.
Applicant Step 5.1

Verify personal information.

Click “Save and Next”
Applicant Step 5.2

Add any previously held out of state teaching certificate (if applicable)

Click “Next”
Applicant Step 5.3

Answer all Character & Fitness questions by clicking Yes or No and then Save.

Do not click the EDIT pencil unless the question has already been answered.
Applicant Step 5.3 (response views)

If answering “NO,” click “Save”

If answering “YES,” explanation is required
Applicant Step 5.4

Enter Password to digitally sign and submit the application
After the applicant submits...

• At this point, there are two choices:
  – If your CA-4 application process is successful, you will receive a live link to PRINT your Emergency Substitute Certificate. (Sample on Slide #33)
  – Any applicant who answers “yes” to a Character & Fitness (C & F) question on the CA-4 application will be held by EPSB Legal Division pending review by the Board.
  – Applicants will receive an email from EPSB when a C & F review is completed and approved.
Issues regarding C&F questions

• Supplying false information on the Character & Fitness form will result in a case being opened by the Board on the applicant.
• Districts will see a “C & F pending” notation when searching for applicant.
• Districts cannot use “C & F pending” applicants until email clearance is given to the applicant by EPSB Legal Division.
• Districts must forward a copy of the State and Federal Background check if any record is found.
Issues regarding C&F questions

- Applicants who are held by the EPSB Legal Division **AND** who have applied as an emergency sub in more than one district, CANNOT be processed in subsequent districts until the applicant is cleared in the original district of application.
Issues regarding C&F questions

• Districts should notify EPSB Legal Division in writing IF:
  – differences are noted between applicant’s C&F responses and subsequent background check results.
  – district terminates an Emergency Certified Substitute for character/fitness issue.
Print and provide this to the district so you can be added to its substitute teacher list.
District use of Status Report

Applicant Follow Up
District use of Emergency Sub Status Report

Click “Report” to check the status of applicants.
District use of Emergency Sub Status Report

- Applicants are listed in the order submitted.
- If an applicant has not yet completed the application, it may be deleted or edited via this screen.
- This report can be exported to an Excel file for district use.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Last 4 SSN</th>
<th>Date of Birth</th>
<th>Academic Hours</th>
<th>Board Order Number</th>
<th>Status</th>
<th>Updated Date</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica</td>
<td>Aba</td>
<td>1368</td>
<td>06/01/1943</td>
<td>0</td>
<td>123456</td>
<td>Pending - Applicant Signature</td>
<td>3/5/2012</td>
<td>View Details</td>
<td>X</td>
</tr>
<tr>
<td>Michael</td>
<td>Carr</td>
<td>6864</td>
<td>07/12/1952</td>
<td>0</td>
<td>123</td>
<td>Pending - Applicant Signature</td>
<td>3/1/2012</td>
<td>View Details</td>
<td>X</td>
</tr>
<tr>
<td>Sally</td>
<td>Doe</td>
<td>9456</td>
<td>01/29/1972</td>
<td>100</td>
<td>688-1</td>
<td>Pending - Character &amp; Fitness Review</td>
<td>2/24/2012</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>Jill</td>
<td>Doe</td>
<td>5555</td>
<td>02/02/1980</td>
<td>0</td>
<td>12-666</td>
<td>Approved</td>
<td>2/24/2012</td>
<td>View Details</td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>Warriors</td>
<td>6666</td>
<td>01/01/1995</td>
<td>0</td>
<td>12345</td>
<td>Pending - Applicant Signature</td>
<td>2/15/2012</td>
<td>View Details</td>
<td>X</td>
</tr>
</tbody>
</table>
District steps to creating applications

Batch Processing Large Numbers of Applications
District batch processing Step 1

- Districts may choose to upload a large number of applicants at one time vs. individual processing
- District IT support should be enlisted for this process
- Click “Batch Processing” rather than “New Application"
District batch processing
District-Created File Format

Application for Emergency Substitute Certification Upload Instructions
1. Name of the Text File should be less than 50 Characters.
2. Format delimited by Semicolons (;)

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Order</th>
<th>Data Required</th>
<th>Length</th>
<th>Example</th>
<th>Validation</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>1</td>
<td>Yes</td>
<td>15</td>
<td>John</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>2</td>
<td>Not</td>
<td>15</td>
<td>Doe</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>3</td>
<td>Yes</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SSN</td>
<td>4</td>
<td>Yes</td>
<td>9</td>
<td>123456789</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>5</td>
<td>Yes</td>
<td></td>
<td>04/01/1954</td>
<td>Should follow mm/dd/YYYY format, Example: 01/01/1990</td>
</tr>
<tr>
<td>E-Mail</td>
<td>6</td>
<td>Yes</td>
<td>75</td>
<td><a href="mailto:john.doe@email.com">john.doe@email.com</a></td>
<td></td>
</tr>
<tr>
<td>Education ID*</td>
<td>7</td>
<td>Yes</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit Hours*</td>
<td>8</td>
<td>Yes</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Board Number</td>
<td>9</td>
<td>Yes</td>
<td>30</td>
<td>JCP5001</td>
<td></td>
</tr>
<tr>
<td>Board Meeting</td>
<td>10</td>
<td>Yes</td>
<td></td>
<td>05/22/2011</td>
<td>Date should be less than uploaded date and should be in within selected school year. Should follow mm/dd/YYYY format, Example: 07/15/2011</td>
</tr>
<tr>
<td>Address 1</td>
<td>11</td>
<td>Yes</td>
<td>30</td>
<td>100 Airport Rd</td>
<td></td>
</tr>
<tr>
<td>Address 2</td>
<td>12</td>
<td>Not</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td>13</td>
<td>Yes</td>
<td>5 or 10</td>
<td>40601</td>
<td>Zip Code 5 digits or 10 digit with extension 40601-2048 or 40601</td>
</tr>
<tr>
<td>City</td>
<td>14</td>
<td>Yes</td>
<td>30</td>
<td>Frankfort</td>
<td></td>
</tr>
</tbody>
</table>

Example 1
John; ; Doe; 123456789; 04/01/1954; john.doe@email.com; 5; 0; JCP5001
05/22/2011; 100 Airport Rd; 3rd Floor; 40601; Frankfort

Example 2
John; Miller; Doe; 000456789; 04/01/1954; john.doe@email.com; 3; 70;
JCP5001; 05/22/2011; 100 Airport Rd; ; 40601-2048; Frankfort

Education ID and Credit Hours validation rules:
- Education ID #1 and ID #2 are not valid options for the emergency certified substitute program.
District batch processing
District-Created File Format

• The file must be a text file (.txt)
• Use semi-colons to separate each field
  – Some fields to not require data; the semi-colon must still be present
  – There should be 15 semi-colons in each record
• Samples:
  – John; Doe; 123456789; 04/01/1954; john.doe@email.com; 1; 0; JCPS001; 05/22/2011; 100 Airport Rd; 3rd Floor; 40601; Frankfort; Y; Y
    • No middle initial or name
  – John; Miller; Doe; 000456789; 04/01/1954; john.doe@email.com; 2; 50; JCPS001; 05/22/2011; 100 Airport Rd; ; 40601-2048; Frankfort; Y; Y
    • No “Address 2” data
District batch processing Step 2

After “Batch Processing” is selected, pull down district name, school year, find district CA-4 file (district-created), then Click “Submit”
District batch processing Step 3.1

Click here to manually correct data errors on applicants

Use the Error List to correct data errors (this step may be skipped if “Count” shows 0)
# District batch processing Step 3.2

## Error List

<table>
<thead>
<tr>
<th>Line Number</th>
<th>Record</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Meg;J;Ryan;2345013;6/1/1943 12:00:00 AM; rashi.sivaramankya.gov; 3; 0; 123456; 1/26/2012; 100 airport; 40601; Franklin;</td>
<td>SSN is invalid. Email is invalid. Total Hours should be between 64 and 95 college credit hours. Board Order Date is not in the school year range</td>
</tr>
<tr>
<td>10</td>
<td>Thomas; J; cruise; 234501368; 6/1/1943 12:00:00 AM; <a href="mailto:mihir.pathak@ky.gov">mihir.pathak@ky.gov</a>; 1; 0; 123456; 1/26/2012; 100 airport; 40601; Franklin;</td>
<td>Board Order Date is not in the school year range</td>
</tr>
<tr>
<td>10</td>
<td>Jessica; J; Alba; 246501368; 6/1/1943 12:00:00 AM; <a href="mailto:mihir.pathak@ky.gov">mihir.pathak@ky.gov</a>; 1; 0; 123456; 1/26/2012; 100 airport; 40601; Franklin;</td>
<td>Board Order Date is not in the school year range</td>
</tr>
<tr>
<td>10</td>
<td>Brad; A; Pitt; 234501398; 6/1/1943 12:00:00 AM; <a href="mailto:rashi.sivaraman@ky.gov">rashi.sivaraman@ky.gov</a>; 1; 0; 123456; 2/26/2011; 100 airport; 40601; Franklin;</td>
<td>Board Order Date is not in the school year range</td>
</tr>
<tr>
<td>10</td>
<td>Nicole; J; Kidman; 234501368; 6/1/1943 12:00:00 AM; <a href="mailto:rashi.sivaraman@ky.gov">rashi.sivaraman@ky.gov</a>; 1; 0; 123456; 1/26/2012; 100 airport; 40601; Franklin;</td>
<td>Board Order Date is not in the school year range</td>
</tr>
</tbody>
</table>

1. **Note error to correct**

2. **Use Edit Pencil to correct**

[Link to EPSB website](www.epsb.ky.gov)
Once all corrections have been made (items in red), check the validation box and click “Signoff” to submit the individual applicant.
District Batch Processing Step 4
Pending Signoff List

1. **Click Pending List** (same screen as Error List)

2. **Click verification box**

3. **Click “Process”**

- This step is used to process any/all of the applicants loaded via the batch process
- Please note that any applicants with comments other than “Pending” in the Status column cannot be processed via Batch Processing
District Batch Processing Step 4
Pending Signoff List

The image shows a screenshot of a software interface for processing district batch applications. The interface includes a window titled "Process Pending Log" with a message asking if the user is sure they want to process. The window has options for "OK" and "Cancel." The table below the window lists various applicants with details such as last four Social Security numbers, birth dates, school years, and current status.
Sample of email sent to applicant when district processes the application

From: Godsey, Cindy (EPSB)
To: Carr, Mike (EPSB)
Cc:
Subject: Application for Emergency Substitute Certification.

Kentucky.gov
Education Professional Standards Board

Dear Sally Doe,

Our record indicates that the Franklin County School District has initiated your Application for Emergency Substitute Certification. In order to process the application, we need for you to log in into the EPSB website and complete the Character and Fitness portion of the application. Once the application has been approved, the certificate will become available for you to download.

Please log in to EPSB website using your username and password. If you have not already established a username and password on the EPSB website, please click the “Create New Account” link and follow the prompts. You must use the same e-mail address which was used to receive this e-mail. If you have any questions or need assistance about this application, please contact the Franklin County School District.

If you need assistance with the username and password, please contact the TC-4 help desk at EPSBTC4@ky.gov.

Thanks,
Education Professional Standards Board.
Division of Certification.
100 Airport Road, 3rd Floor Frankfort, KY 40601
www.epsb.ky.gov
Getting help!

EPSBTC4@ky.gov should be used for ALL support questions and/or needs

(seen on global as EPSB TC4)

Using our dedicated email support system will ensure that EPSB personnel who can answer your question will respond quickly. Certification consultants will refer questions to this email address as well.