



WELCOME

EDUCATION PROFESSIONAL STANDARDS BOARD

DIVISION OF CERTIFICATION



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Overview of the New Online CA-1

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First...

- ▶ All users must have a username and password
- ▶ Applicants must have Adobe Acrobat reader software installed on the device to electronically download the certificate
- ▶ System is limited to in-state applicants only
- ▶ Out of state applicants will continue to use the paper application

Overview



- ▶ Pathways (EPP – Approved Programs)
 - ▶ Initial certificate or Rank change based on completion of a Kentucky approved program.
 - ▶ Rank 2 based on completion of an approved graduate program
 - ▶ Rank 1 based on completion of 30 graduate approved credit hours
 - ▶ On the horizon: Proficiency Evaluation

Overview



- ▶ Pathways (For Non-EPP Programs)
 - ▶ Rank change based on National Board
 - ▶ Rank change based on Continuing Education Option (CEO)
 - ▶ Rank change based on Content Degree

Initial certification based on completion of an approved Kentucky program

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant must show admitted to an eligible program in A/E to start the application process
- ▶ Candidate completes Character and Fitness
- ▶ Applicant will be prompted to submit official transcript to EPSB (electronically or by mail)
- ▶ Institution of Higher Education (IHE) verifies program completion and makes recommendation for certification and/or rank change

Rank 2 based on the completion of an Approved Masters or Planned 5th Year Program

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant must show admitted to an eligible Rank 2 program in A/E to start the application process
- ▶ Applicant completes Character and Fitness portion
- ▶ Applicant will be prompted to submit official transcript to EPSB (electronically or by mail)
- ▶ Institution of Higher Education (IHE) verifies program completion and makes recommendation for certification and/or rank change



Rank 1 based on the completion
of 30 graduate college credits
(College or University Approved
Program)

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant must show admitted to an eligible Rank 1 program in A/E to start the application process
- ▶ Applicant completes Character and Fitness portion
- ▶ Applicant will be prompted to submit official transcript to EPSB (electronically or by mail)
- ▶ Institution of Higher Education (IHE) verifies program completion and makes recommendation for certification and/or rank change

ONLINE APPLICATION STEPS

EPP certification officer logs into EPSB system and selects “EPP – College Recommendation”



The screenshot shows a web interface for the EPSB system. At the top, it says "You are here: My Account". Below that, there is a welcome message for "Jody Lee Test_Record" with an [edit] link, followed by the email "scotta.smith@ky.gov" and the date "Monday, January 8, 2018". A section titled "EPSB Online Services (Hide Details...)" is expanded to show a list of services. A red arrow points to the "EPP- College Recommendation" option in the list.

You are here: My Account

Welcome, Jody Lee Test_Record [edit]
Email: scotta.smith@ky.gov [edit]
Monday, January 8, 2018

EPSB Online Services (Hide Details...)

- EPSB Online Services
 - Cooperating Teacher Assignment
 - Electronic Payment Service
 - Highly Qualified Calculator
 - Online Applications
 - Kentucky Educator Certification Inquiry
 - EPP- College Recommendation**
 - KEPP Report Card
 - My Account
 - EPSB WebSite
 - KFETS
 - Learning Management Systems

ONLINE APPLICATION STEPS

Certification officer selects an application from the list or can search for a specific candidate

You are here:

Search

LAST 4 SSN: Application ID: EPSB ID:

Application Status: School Year: Date Of Birth:

First Name: Last Name:

College Recommendation:

Drag a column header and drop it here to group by that column

First Name	Last Name	Last 4 SSN	Date of Birth	School Year	EPSB ID	Submitted	University Comments	Download	Application Type	Application Status	PDF	View
Jacob	Test_Record	3411	01/01/1989	20172018	200701671	1/5/2018 12:03:32 PM			CA-TP	Pending		View Details
Jacob	Test_Record	3411	01/01/1989		200701671	1/8/2018 8:52:00 AM			CA-1 Certification and/or Rank Change based on recent completion of a Kentucky educator preparation program.	Pending - University Cert Officer Signature		View Details
Rashi	Test_Records	7342	01/01/1989		201111522	1/4/2018 1:39:23 PM			CA-1 Rank(2) Change based on 30 semester hours of approved graduate level credit or approved equivalent.	Pending - EPSB Cert Officer First Review		View Details

Total : 3

ONLINE APPLICATION STEPS

Certification officer can verify the program type and status at the top of the recommendation page

Application Information:

Personal Info

Name: Rach Test_Records

Birth Date: 05/01/1989

Address: 100 airport road, Parsippany, NJ 40021

Phone: 908 121-0212

Email: rach.test@nj.gov

Certification

Program Name	Route	Program Type	Degree Type	Certificate	Status
Health	Traditional	Initial Graduate	Master's	RANK2	COMPLETED

Assessments

View Application

[View Entire Application](#)

National Board

File Name	Document Name
No records to display.	

ONLINE APPLICATION STEPS

Certification officer enters password to digitally sign and make the recommendation

Rank(2) Change based on 30 semester hours of approved graduate level credit or approved equivalent.

Test Name	Required/Optional (AND= Required, OR= Optional)	Assessment ID	Assessment Date	Pass/Fail
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EPPs are unable to sign off until all assessment requirements are met. If a teacher candidate has missing assessments, check to make sure:

- 1) The appropriate assessments were completed and enough time has passed for EPSB to receive the scores. EPSB receives scores weekly on Tuesday mornings.
- 2) The teacher candidate took the assessment in Kentucky or the candidate took the assessment out of state and specifically requested scores to be sent to EPSB. If the assessment was taken out of state and the candidate did not request scores to be sent to EPSB, he/she should go to <http://www.ets.org/praxis/scores/send/> and request a score report to be sent to EPSB (recipient code 7283).

After the above verifications are performed, if assessment scores are still missing, please contact the assessment coordinator at 502-564-5778.

Enter Comments:

User ID: JJMORK01

Full Name: Jody Lee Test_Record

Password:

I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has

ONLINE APPLICATION STEPS

Once the certification officer has signed off, the Application status on this screen will now show "Pending - EPSB Cert Officer First Review"

University Comments	Download	Application Type	Application Status	PDF	View
		CA-TP	Pending		View Details
		CA-1 Certification and for Rank Change based on recent completion of a Kentucky educator preparation program.	Pending - University Cert Officer Signature		View Details
		CA-1 Rank(2) Change based on 30 semester hours of approved graduate level credit or approved equivalent.	Pending - EPSB Cert Officer First Review		View Details

Total : 3

Rank Change based on National Board Certification

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant completes Character and Fitness portion
- ▶ Uploads National Board Letter
- ▶ **College recommendation is not required for this path**

Rank Change based on Continuing Education Option (CEO)

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant completes Character and Fitness portion
- ▶ Uploads CEO program completion letter
- ▶ **College recommendation is not required for this path**

Rank Change based on completion of a Content Area Degree – Rank 1 or Rank 2

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant completes Character and Fitness portion
- ▶ Submit transcripts to the EPSB
- ▶ **College recommendation is not required for this path**



Rank 1 based on the completion
of 30 graduate college credits
(towards Content Area Degree)

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant completes Character and Fitness portion
- ▶ Submit college transcripts to the EPSB
- ▶ **College recommendation is not required for this path**

Application Approval Process

- ▶ 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 review
- ▶ 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 Approval Process (cont.)

Once application receives final approval:

- ▶ The credential's status is changed to "Certification Issued"
- ▶ A digital certificate is created in our system
- ▶ Applicant will receive email notification from EPSB
- ▶ No paper certification will be issued

Application Approval Process (cont.)

Once the application has been approved and processed by the EPSB, the EPP will then see updated application status that shows "Approved".

EPP will be able to print or save a pdf copy of the application

University Comments	Download	Application Type	Application Status	PDF	View
		CA-TP	Pending		View Details
		CA-1 Certification and for Rank Change based on recent completion of a Kentucky educator preparation program.	Pending - University Cert Officer Signature		View Details

Questions?



- ▶ Certification Help Desk
 - ▶ 502-564-4606 and press 1 at the menu
 - ▶ 502-564-5846
 - ▶ dcert@ky.gov
- ▶ Educator Preparation
 - ▶ 502-564-4606 and press 4 at the menu
 - ▶ 502-564-5789