



# Overview of the New Online CA-TP

Education Professional Standards Board  
Division of Certification

# First...

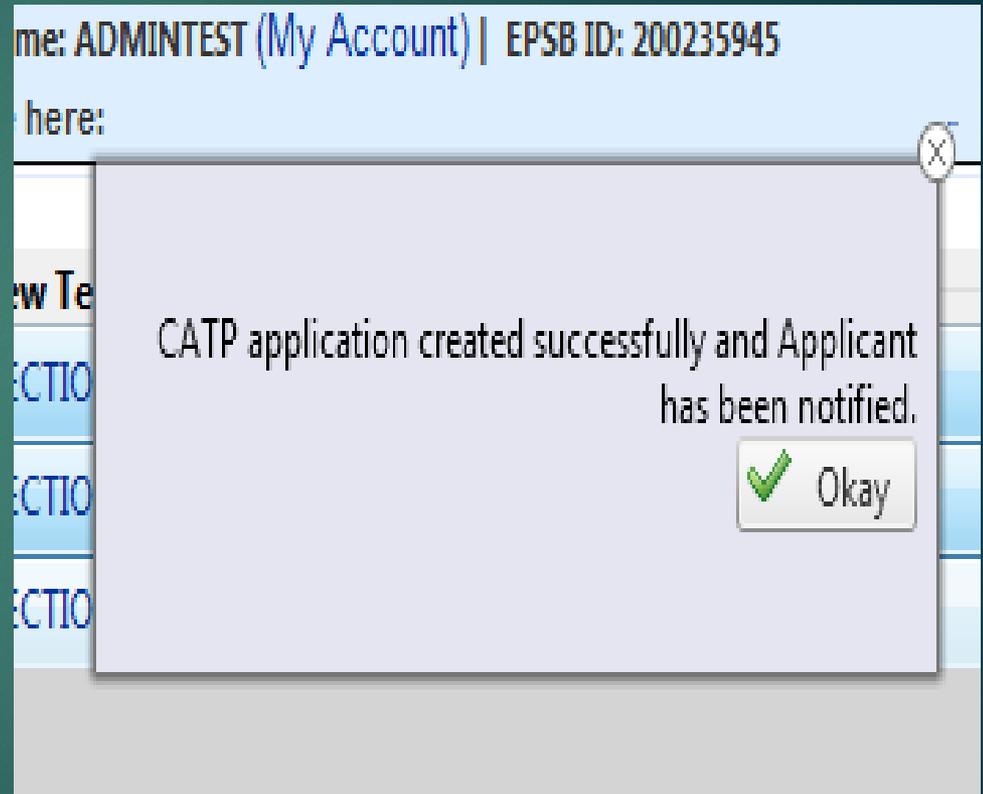
- ▶ All users must have a username and password
- ▶ Applicants must have Adobe Acrobat reader software installed on the device to electronically download the certificate
- ▶ System is limited to in-state applicants only
- ▶ Out of state applicants will continue to use the paper application (CA-1 applicants only)

# Overview

- ▶ Candidate must be admitted into Option 6 program in the EPSB Admission & Exit system before the district can start the application
- ▶ Process Flow
  - ▶ District initiates the application
  - ▶ Candidate completes Character and Fitness portion
  - ▶ The educator preparation provider (EPP) verifies enrollment and uploads mentoring plan
  - ▶ District verifies results and submits to EPSB

# Application process – applicant steps

- ▶ Applicant is notified by e-mail to complete his/her 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 – EPP steps

- ▶ EPP notified by e-mail of pending application(s)
- ▶ EPP selects applicant from list of applications in the “EPP College Recommendation module” with status “Pending – University Cert Officer Signature”
  - ▶ EPP can see status of other CA-TP applications tied to their institution

**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	Application Type	Application Status	View
Michael	Test_Record	4586	01/01/1989	20162017	201129017	CA-TP	Approved	<a href="#">View Details</a>
Maegan	Fire	4594	01/01/1989	20162017	201129025	CA-TP	Approved	<a href="#">View Details</a>
Lisbeth	Test_Record	7590	01/01/1989	20162017	201111787	CA-TP	Pending - University Cert Officer Signature	<a href="#">View Details</a>
Mary	Testrecords	0975	01/16/1989	20172018	69149	CA-TP	Pending - University Cert Officer Signature	<a href="#">View Details</a>
Maegan	Fire	4594	01/01/1989	20172018	201129025	CA-TP	Pending - EPSB Cert Officer First Reivew	<a href="#">View Details</a>
Mary	Testrecords	0975	01/16/1989	20162017	69149	CA-TP	Approved	<a href="#">View Details</a>

Total : 6

# Application process – EPP steps

## *Initial Enrollment*

- ▶ EPP verifies Option 6 program information
  - ▶ Selects enrollment status as Initial
  - ▶ Enters admission date
  - ▶ Uploads mentoring plan
  - ▶ Checks verification box
  - ▶ Digitally signs
- ▶ EPP can view entire application if needed

**Application Information:**

**Personal Info**

**Name:** Jennifer Test\_Record  
**Birth Date:** 01/01/1989  
**Address:** 100 Airport, Frankfort, KY 40601  
**Phone:**  
**Email:** rashi.sivaraman@ky.gov

**Certification**

Program Name	Route	Program Type	Degree Type	Certificate	Status
Middle School English	Option 6: University-Based Alternative Route to Certification	Initial Graduate	Master's	KG30	

**View Application**  
[View Entire Application](#)

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**SECTION V. Certificate Recommendation**

Enrollment: Initial Enrollment \*

Admission Date: 4/20/2017 \*

**Only PDF files are allowed as Mentoring Plan.**

Mentoring Plan:

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: 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 the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

# Application process – EPP steps

## Continued Enrollment – 1<sup>st</sup> renewal

- ▶ EPP verifies Option 6 program information
  - ▶ Select enrollment status as Continued Enrollment – 1<sup>st</sup> renewal
  - ▶ Select KTIP status
  - ▶ Upload mentoring plan if KTIP status is NO
  - ▶ If candidate is already certified and is not required to complete KTIP, click on the Waive button. EPSB will verify test scores.
  - ▶ Check verification boxes
  - ▶ Digitally sign

**Application Information:**

**Personal Info**

**Name:** Mary Testrecords

**Birth Date:** 01/16/1989

**Address:** 100 airport road, Louisville, KY 40241

**Phone:** (444) 444-4444

**Email:** sai.prasad@ky.gov

**Certification**

Program Name	Route	Program Type	Degree Type	Certificate	Status
Middle School Mathematics	Option 6: University-Based Alternative Route to Certification	Initial Graduate	Master's	KG71	

[View Application](#)  
View Entire Application

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**SECTION V. Certificate Recommendation**

Enrollment: Continued Enrollment - First Renewal \*

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

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
Principles of Learning and Teaching 5-9		0623	1/15/0015 12:00:00 AM	Pass
	OR			
Principles of Learning and Teaching 7-12		0624		
	OR			
Principles of Learning and Teaching 5-9		5623		
	OR			
Principles of Learning and Teaching 7-12		5624		
	AND			
Mathematics: Content Knowledge		0161		
	OR			
Middle School Mathematics		0169		
	OR			
Mathematics: Content Knowledge		5161		
	OR			
Middle School Mathematics		5169	1/15/0015 12:00:00 AM	Pass

# Application process – EPP steps

## Continued Enrollment 2nd renewal

- ▶ EPP verifies Option 6 program information
  - ▶ Select enrollment status as Continued Enrollment - 2<sup>nd</sup> renewal
  - ▶ Select KTIP status as “yes”
  - ▶ Verify KTIP semester
  - ▶ Review assessment data
  - ▶ If candidate is already certified and is not required to complete KTIP, click on the Waive button. EPSB will verify test scores.
  - ▶ Check verification boxes
  - ▶ Digitally sign

**Application Information:**

**Personal Info**

Name: Jennifer Test\_Record  
Birth Date: 01/01/1989  
Address: 100 Airport, Frankfort, KY 40601  
Phone:  
Email: jtest@assessment@ky.gov

**Certification**

Program Name	Route	Program Type	Degree Type	Certificate	Status
Middle School English	Option 6: University-Based Alternative Route to Certification	Initial Graduate	Master's	KG30	

**SECTION V. Certicate Recommendation**

Enrollment: **Continued Enrollment - First Renewal**

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

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
Principles of Learning and Teaching 5-9	OR	0623		
Principles of Learning and Teaching 7-12	OR	0624		
Principles of Learning and Teaching 5-9	OR	5623		
Principles of Learning and Teaching 7-12	AND	5624		
Middle School English Language Arts	OR	0047		
English Language Arts Content and Analysis	OR	0039		
English Language Arts Content and Analysis	OR	5039		
Middle School English Language Arts	OR	5047		

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.

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.

**Applicant have not passed the required assessments for this certificate.**

User ID: JIMORR01  
Full Name: Jody Lee Test\_Record  
Password:

[Click Here To Answer And Print/Save](#)

# Application process – final submission

- ▶ When EPP signs off on application, district is notified by e-mail that application is ready for final verification and submission
- ▶ Pending applications can be accessed via new “Online Applications” in KECI

The screenshot displays the user interface for the Kentucky Education Certificate Inquiry (KECI) system. At the top, the user is identified as 'ADMINTEST (My Account)' with an 'EPSB ID: 200235945'. Below this, a breadcrumb trail indicates the user is in the 'Kentucky Education Certificate Inquiry' section. A left-hand navigation menu lists various options, with 'Online Applications' highlighted in red. The main content area contains a search form with fields for 'SSN', 'EPSBID', 'First Name', and 'Last Name', along with a 'District' dropdown menu and a 'Search' button. The 'Training' section includes checkboxes for 'TPA', 'IECE', 'KTIP', and 'KPIP'.

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 - 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
- ▶ The application will then route to another consultant for review and final approval

# Application process - approval

- ▶ Once application receives final approval:
  - ▶ The credential status is changed to Certification Issued
  - ▶ Applicant will be sent an email with instructions on how to download the certificate.
  - ▶ District and applicant are notified by e-mail that application has been approved and certificate is available for download and printing
  - ▶ If EPP has indicated that the individual is KTIP ready, an e-mail will be sent to the district KTIP coordinator

# Processing Outcomes

- ▶ Allows certificate holder to download and print his/her certificate (the EPSB will no longer issue and mail hard copy certificates)
- ▶ Allows applicant, EPP, and district personnel with KECI access to see application status online, thus eliminating need to call and wait in phone queues to find out status
- ▶ Travel and walk-ins will no longer be necessary (or possible), once the system is online

# Questions?



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