



Overview of the New Online CA-1

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

Overview

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

Initial certificate or Rank change based on completion of an approved Kentucky program

Flow of the process

- ▶ Applicant initiates the application
- ▶ Applicant must be admitted to a program to start the application process.
- ▶ Candidate completes Character and Fitness
- ▶ EPP 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 completes Character and Fitness portion
- ▶ Applicant must complete an approved program that leads to a Rank 2
- ▶ EPP 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 completes Character and Fitness portion
- ▶ Applicant must be enrolled in a program that leads to a Rank 1
- ▶ EPP verifies program completion and makes recommendation for certification and/or rank change

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
- ▶ **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 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

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