



WELCOME

EDUCATION PROFESSIONAL STANDARDS BOARD
DIVISION OF CERTIFICATION




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Overview of the New Online CA-TP

Education Professional Standards Board
Division of Certification

First...

- ▶ All users must be a registered user and 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

Overview

- ▶ Candidate must be admitted into Option 6 program in the EPSB Admission & Exit system before the district can start the application
- ▶ Process Flow
 - ▶ Applicant must have letter from educator preparation provider (EPP) verifying eligibility for Temporary Provisional certification
 - ▶ District must notify EPP (phone, email, fax) that an offer of employment is being made to the applicant
 - ▶ EPP updates the applicant's status to an Option 6 program
 - ▶ District initiates the application
 - ▶ Candidate completes Character and Fitness portion
 - ▶ The EPP verifies enrollment and uploads mentoring plan
 - ▶ District verifies results and submits to EPSB

Initiating an application

- ▶ Once the applicant has been enrolled in an Option 6 program...
- ▶ Start in the forms library of KECI – click “Create Application” beside the CA-TP
- ▶ Enter the applicant’s SSN, click “Search” and then click “Start” if found

New Temporary Provisional Certificate Application

Search for the applicant by entering his or her Social Security Number to start online “Temporary Provisional Certificate Application” Process.

SSN:

Search Result

| SSN | First Name | Last Name | Date of Birth | Email |
|----------|------------|-----------|---------------|-----------------|
| REDACTED | Chelcee | DEVTEST | 1/1/1989 | IMSHHELP@KY.GOV |

If you wish to enter a new application for the above applicant, select “Start”. If this is not the applicant for whom you wish to create an “Application for Temporary Provisional Certification”, please revise your search by reentering the Social Security Number and clicking on search again.

Initiating an application

- ▶ Applicant must be enrolled in an approved program at a Kentucky college/university AND have concurrent employment in a local district
- ▶ If no admission data is showing, contact the EPP for assistance

New Temporary Provisional Certificate Application

Search for the applicant by entering his or her Social Security Number to start online "Temporary Provisional Certificate Application" Process.

SSN:

Search Result

| SSN | First Name | Last Name | Date of Birth | Email |
|----------|------------|-------------|---------------|----------------|
| REDACTED | Laura | TEST_RECORD | 1/1/1989 | IMShelp@ky.gov |

Alert:

Our records indicate that the above applicant is not enrolled in a Option 6 or Option 7 Alternative Route program. Please have the applicant contact the university or college to be admitted into EPSB's Admission and Exit System.

If the candidate is participating in the Teach for America (Option 8) program, please have the applicant contact Will Nash at 606-436-6000.

Initiating an application

- ▶ Verify or enter applicant's demographic information

New Temporary Provisional Certificate Application

SECTION I (A): PERSONAL INFORMATION

Please verify the applicant demographic information. For new applicant, enter the required information. Once the information had been verified, Click "Next". If you need to revise your search, click on cancel button.

Applicant Information

SSN: [REDACTED]

Title:

First: Middle: Last:

Suffix: Date of Birth: Gender:

Ethnicity:

Email: Phone:

Address Information

Address 1: Address 2: Zip: -

City: State:

SECTION I (B): TYPE OF CERTIFICATE REQUESTED


SECTION II: VERIFICATION OF EMPLOYMENT

Initiating an application

- ▶ Select the program enrollment that matches the position for which the individual has been hired
- ▶ More than one program can be selected
 - ▶ Use only if the individual is hired in both positions

Please select the certification area from the program enrollment section.

Program Enrollment:

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

 Previous  Cancel  Next

Initiating an application

- ▶ Enter teaching assignment information
 - ▶ If teacher has multiple assignments, enter each
- ▶ Enter Beginning Date of Employment
- ▶ Select school year and check verification
- ▶ Click Finish to initiate the application process

SECTION II: VERIFICATION OF EMPLOYMENT

Please enter employment information and Click "Add Work Experience". Once the information had been added, Click "Finish". If you need to revise your search, click on cancel button and If you want to revisit Type(s) of Cert Requested, Click "Previous" button

Employment Verification

Employment Type: Teaching

Job Function:

Low Grade:

High Grade:

Content:

Population:

Hrs per Day:

Days per Wk:

Employments:

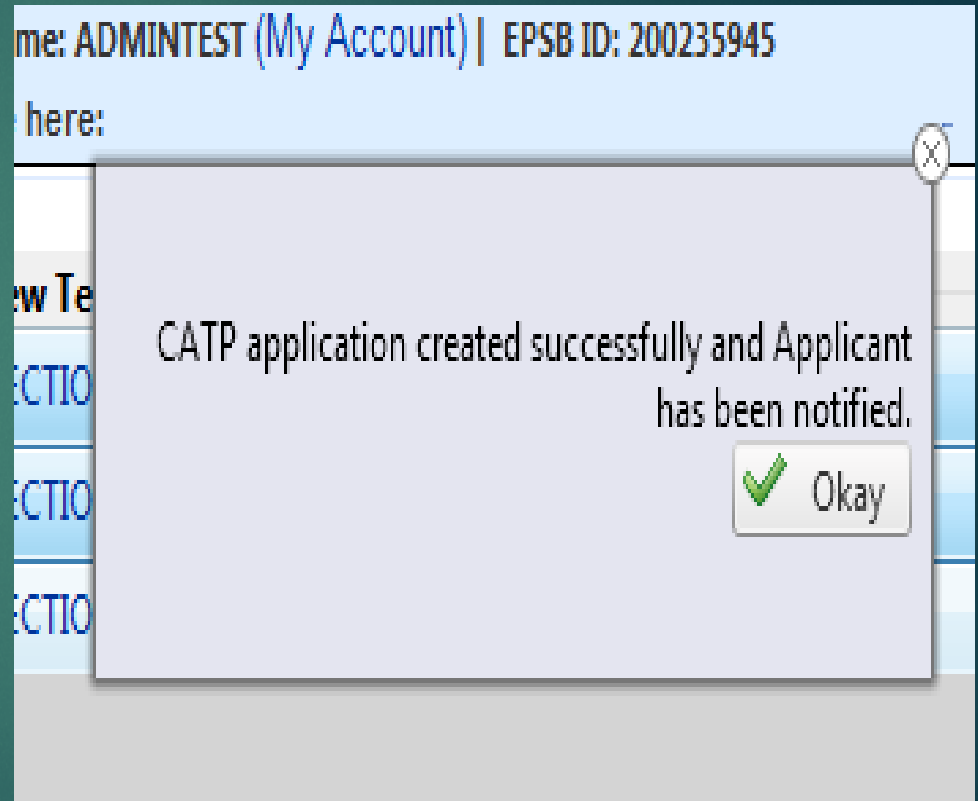
| Job Function | Content | Population | Low Grade | High Grade | Hours Per Day | Days Per Week | Role | |
|--------------|-----------------------|------------|-----------|------------|---------------|---------------|------|-------------------------------------|
| Teacher | English Language Arts | General | 5th | 9th | 6.5 | 5 | | <input checked="" type="checkbox"/> |

Beginning Date of Employment:

*** I verify that the applicant currently is employed or has an offer of employment in the above assignment for the 2014-2015 school year and that a mentoring program has been/will be established to support the applicant.**

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 – 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, the breadcrumb 'You are here: Kentucky Education Certificate Inquiry' is shown. A left-hand navigation menu includes options like 'Search', 'LEAD Home', 'Forms Library', 'Online Applications' (highlighted in red), 'Certification Codes', and various 'District Role Manager' links for Adair, Boone, and Fayette counties. The main content area contains a search form with fields for 'SSN', 'EPSBID', 'First Name', 'Last Name', and 'District'. The 'Training' section has checkboxes for 'TPA', 'IECE', 'KTIP', and 'KPIP'. A 'Search' button is located at the bottom of the form.

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 – final submission

- ▶ District selects applicant from status “Pending – District Signature”
- ▶ District can also view status of all submitted applications

Search

LAST 4 SSN: Application ID: EPSB ID:

Application Status: School Year: Date Of Birth:

First Name: Last Name:

Online Applications:

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 | Last updated Date and Time | View | Withdrawn |
|------------|-------------|------------|---------------|-------------|-----------|------------------|---|----------------------------|------------------------------|---------------------------|
| Michael | Test_Record | 4586 | 01/01/1989 | 20162017 | 201129017 | CA-TP | Approved | 4/12/2017 4:31:55 PM | View Details | Withdrawn |
| Maegan | Fire | 4594 | 01/01/1989 | 20162017 | 201129025 | CA-TP | Approved | 4/12/2017 10:42:57 AM | View Details | Withdrawn |
| Lisbeth | Test_Record | 7590 | 01/01/1989 | 20162017 | 201111787 | CA-TP | Pending - University Cert Officer Signature | 4/11/2017 11:31:34 AM | View Details | Withdrawn |
| Mary | Testrecords | 0975 | 01/16/1989 | 20172018 | 69149 | CA-TP | Pending - University Cert Officer Signature | 4/13/2017 7:44:08 AM | View Details | Withdrawn |
| Maegan | Fire | 4594 | 01/01/1989 | 20172018 | 201129025 | CA-TP | Pending - EPSB Cert Officer First Reivew | 4/12/2017 4:14:06 PM | View Details | Withdrawn |
| Mary | Testrecords | 0975 | 01/16/1989 | 20162017 | 69149 | CA-TP | Approved | 4/11/2017 10:58:54 AM | View Details | Withdrawn |

Total : 6

Application process – final submission

- ▶ District signs off and submits to EPSB

Application Information:

Personal Info

Name: Lisbeth Test_Record
Birth Date: 01/01/1989
Address: 2600 Garden Lake Lane, Louisville, KY 40220
Phone: (444) 444-4444
Email: rashi.sivaraman@ky.gov

View Application

[View Entire Application](#)

Certification

| Program Name | Route | Program Type | Degree Type | Certificate | Status |
|-----------------------|---|------------------|-------------|-------------|--------|
| Middle School Science | Option 6: University-Based Alternative Route to Certification | Initial Graduate | Master's | KG50 | |

Work Here:

Enrollment Status: Initial Enrollment

User ID: DBUCK1

Full Name: Deborah Kelley Test_Record

Password:

[Click Here To Agree And Digitally Sign](#)

[Cancel](#)

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 - 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
- ▶ Educator Preparation
 - ▶ 502-564-4606 and press 4 at the menu
 - ▶ 502-564-5789