Kentucky Educator Credentialing System
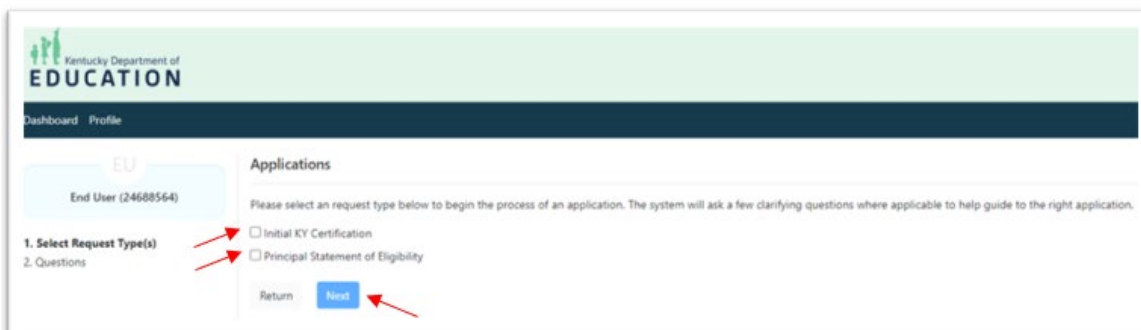## Applying for a Credential
https://kecs.education.ky.gov

To apply for a credential, click ***Apply for a credential*** found on your Dashboard.
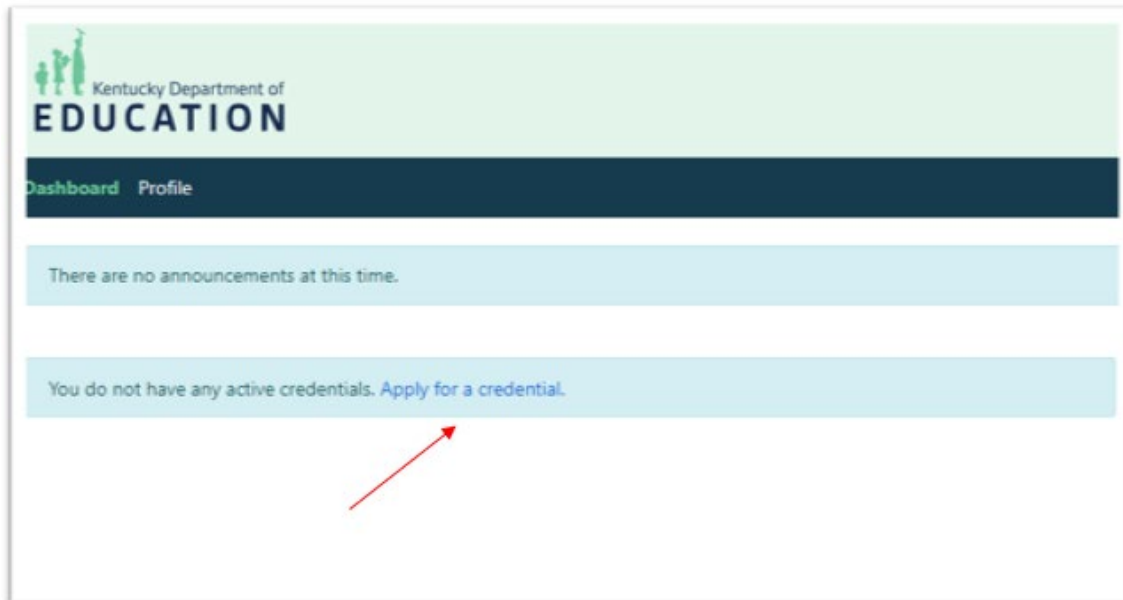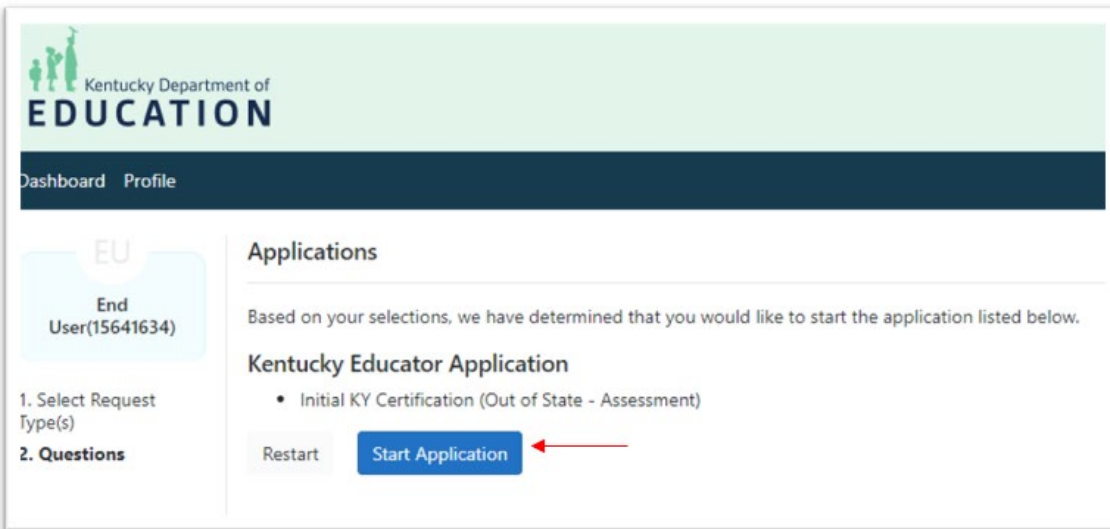

Any credentials that you are eligible to apply for will be listed. Select the request type to begin the application. You can select more than 1 request type at a time. Once the proper selections have been made, click ***Next***.

For technical support, contact support@kecs.randasolutions.com
For policy related questions, contact KDElicensure@education.ky.gov

The system will ask you a couple clarifying questions to determine the appropriate application for you. Click **Start Application.**

In the left navigation, you will see a list of all Elements of the Application that will need to be submitted.

The list is also visible under Requirements. If a red asterisk is visible, that element is required to move through the process.

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Under *Submitted By*, the person able to complete that portion of the application will be listed.

Click on the name of each element from the left navigation or under *Requirements*.

Each Element will have a set of requirements found on that specific page. Use the *+Add* button to upload documents into the application.
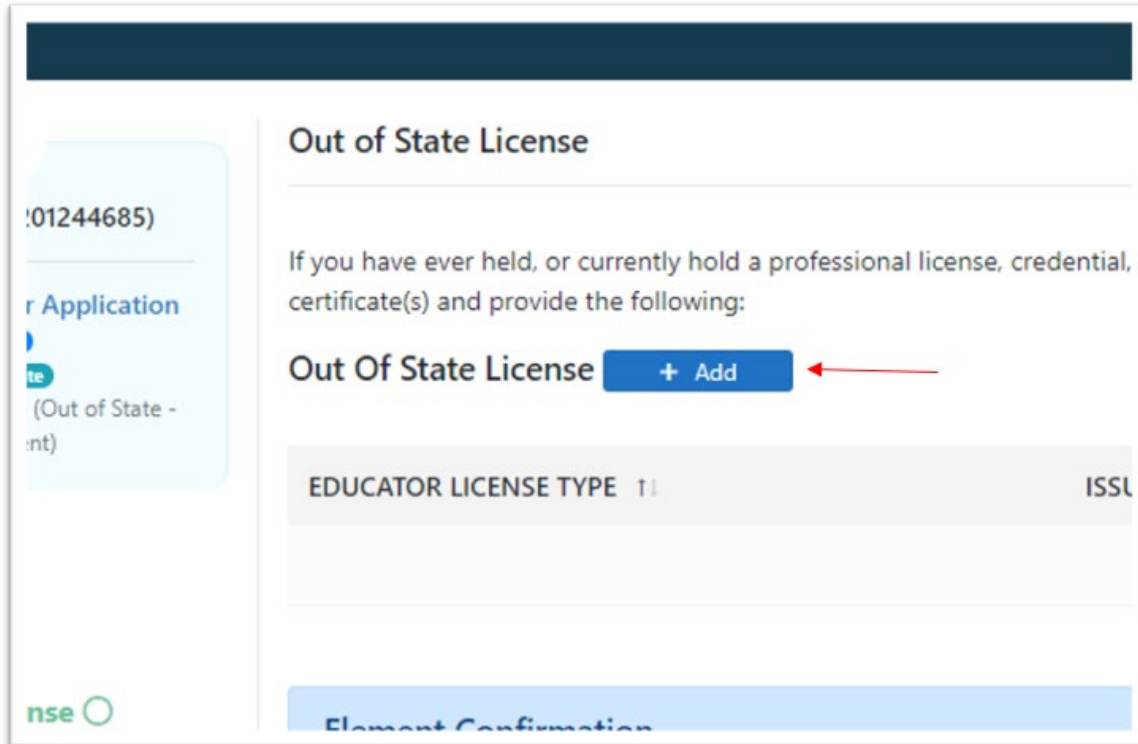
Make sure to answer any confirmation questions and click *Save & Continue.*
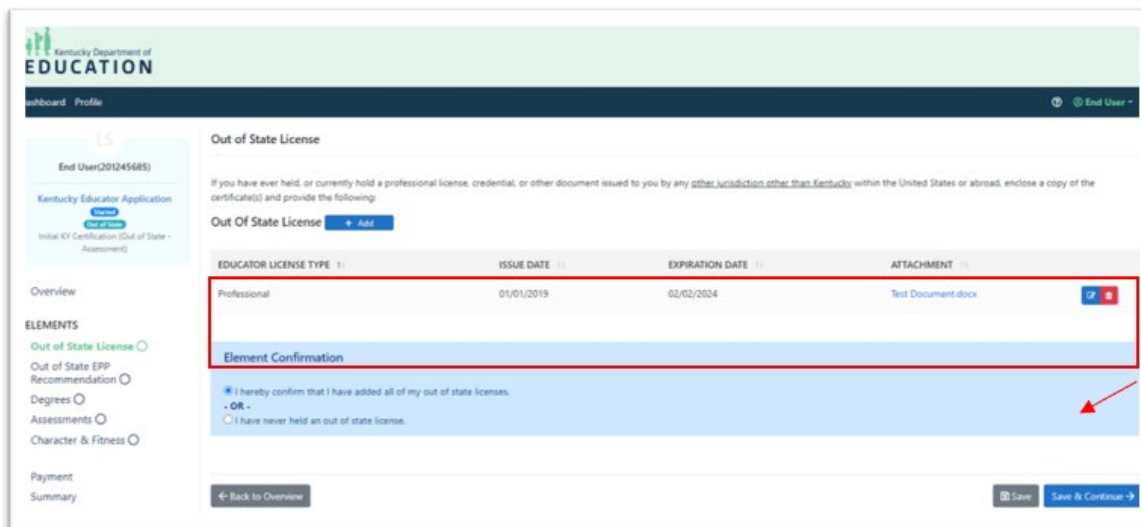
The website will walk you through the entire application process.

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Click on Overview at any time to see the status of your application.

The Submission Status of each element will be shown in the Overview. A green check means the element is complete. A red circle is shown if all requirements have not been met for that element.

When adding an attachment anywhere within the application, choose the proper file, enter a description, select the type and then click the blue *+Add* button.

NOTE: If you do not click *+Add*, the attachment will not be added.

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If you select yes to any questions within the Character & Fitness Element, you will be asked to provide a statement in the text box.

Character and Fitness

If you have ever held, or currently hold a professional license, credential, or other document issued to you by any other jurisdiction other than Kentucky wi certificate(s) and provide the following:

Disclosure of Background Information

1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes".   ○ Yes   ● No

2. Have you ever been suspended or discharged from any employment or military service because of allegations or misconduct?   ○ Yes   ● No

3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?   ● Yes   ○ No

Please explain:

Once you submit the Character and Fitness, it cannot be undone. Make sure to include any information necessary before you confirm.

Submit Character and Fitness

Are you sure you want to submit this Character & Fitness? This cannot be undone.

Confirm   Cancel

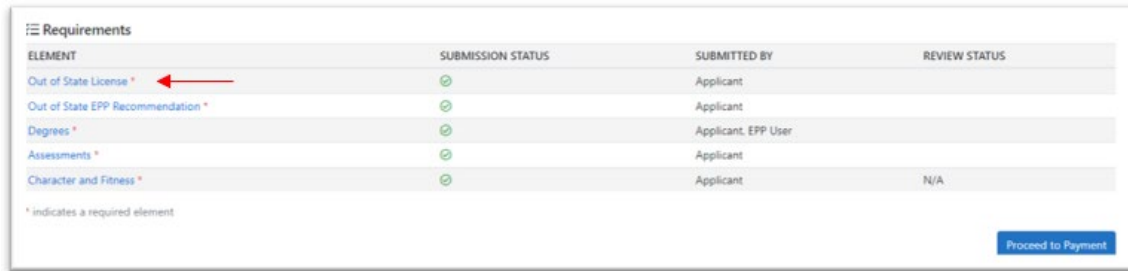Click **Proceed to Summary**.

declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the Professional Code of Ethics for lucky Certified School Personnel, 16 Kentucky Administrative Regulation 1:020, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

→ Proceed to Summary

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From the Application Summary page, each element can be reviewed by clicking on its name.

Click **Proceed to Payment.**
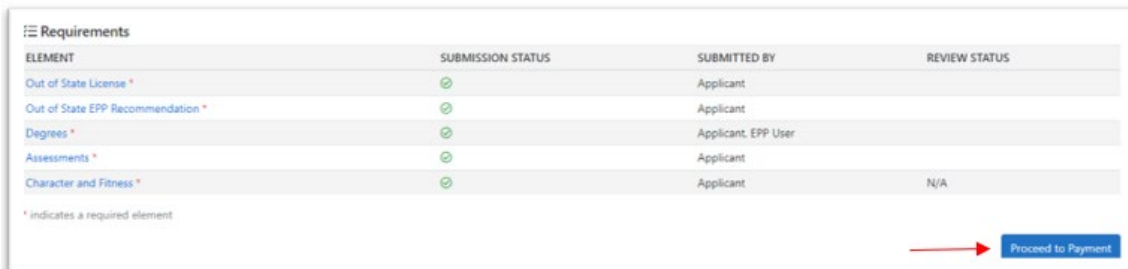

NOTE: **Proceed to Payment** will not be available if the application is not filled out in its entirety.

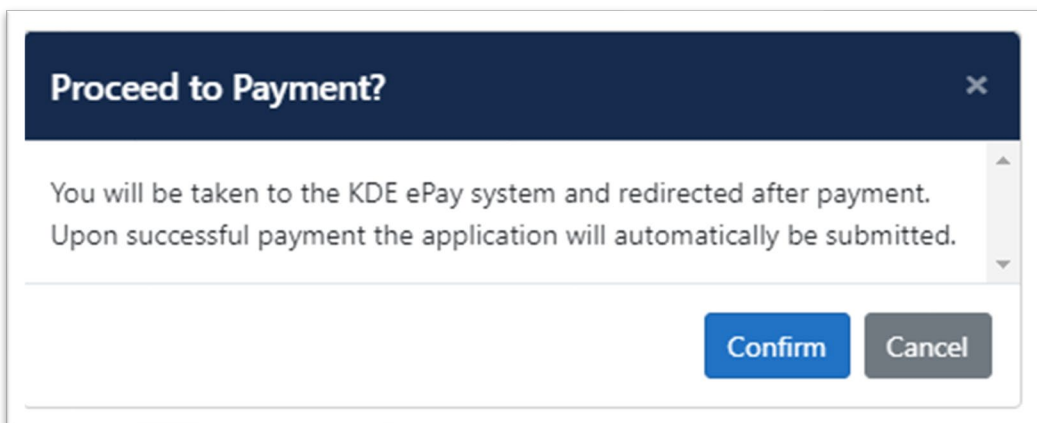Review the Invoice and click **Proceed to Payment.**

Once payment has been made, the application will automatically be submitted.

If at any time in the process the application is left, it can be accessed from the Dashboard.

NOTE: Applications will not be submitted until payment is received. If payment is not received within ==14 days==, the application will expire. A new application will have to be completed after expiration.

Once submitted, you will see the Status as Pending Review on your Dashboard.

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