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.

EDUCATION	
Dashboard Profile	
There are no announcements at this time.	
You do not have any active credentials. Apply for a credential.	

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**.

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Applications 688564) Please select an request type below to begin the process of an applicat	tion. The system will ask a few clarifying questions where applicable to help guide to the right applicati
e(a) Initial KY Certification	
Co Principal Statement of Eligibility Return Heat	

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

Kentucky Depart	ment of ON
Dashboard Profile	
EU	Applications
End User(15641634)	Based on your selections, we have determined that you would like to start the application listed below. Kentucky Educator Application
1. Select Request Type(s)	Initial KY Certification (Out of State - Assessment)
2. Questions	Restart Start Application

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

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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.

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End User (254744685)					
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Click on the name of each element from the left navigation or under *Requirements*.

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	Out of State License	
O1244685)	If you have ever held, or currently hold a profession certificate(s) and provide the following: Out Of State License + Add	al license, credentia
nt)	EDUCATOR LICENSE TYPE	ISS

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.

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	Out of State License				
End User(201245685) entucky Educator Application Constant Sel KV Certification (Out of State -	If you have ever held, or currently hold a profess certificate(s) and provide the following: Out Of State License + .4.4	ional license, credential, or other document iss	ued to you by any <u>other jurisdiction other than Ke</u>	ctudly within the United States or abroad, enclos	e a copy of the
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The website will walk you through the entire application process.

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Fritial ICV Certification (Out of State - Assessment)	This application is for those applying for an initial, full K	entucky certification, rank change or renewal of certificat	
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Character & Fitness O	Attachments		
Payment	NAME	DESCRIPTION	TYPE
Summary	No attachments.		
APPLICANT	Choose file	Browse Enter Description	Unknown

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.

= Requirements		
LEMENT	SUBMISSION STATUS	SUBMITTED BY
Dut of State License *	⊘ ◀───	Applicant
Dut of State EPP Recommendation *	0	Applicant
Degrees *	0	Applicant, EPP User
Assessments *	○ ◀───	Applicant
Character and Fitness *	0	Applicant

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.

Rease attach the Certificate or Rank Change Recommendation form comple Attachments	eted by your Educator Preparation Program.		
NAME	DESCRIPTION	TYPE	CREATED BY CREATED ON
No attachments.			
Choose file Browse	Enter Description	Out of State Recommendation	× + Add

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

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

ou have ever held, or currently hold a professional license, credential, or other document issued to you by any <u>other jurisdiction other than Kentu</u> tificate(s) and provide the following: sclosure of Background Information lave you ever had a professional certificate, license, credential, or any document issued for practice ied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, nse, credential, or any other document issued for practice initially denied by a licensing body, but r issued, you must answer "yes". Have you ever been suspended or discharged from any employment or military service because of igations or misconduct? Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a ult of allegations of misconduct? Please explain:	infactor and	Fitness					
sclosure of Background Information lave you ever had a professional certificate, license, credential, or any document issued for practice Yes No nied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, Yes No nse, credential, or any other document issued for practice initially denied by a licensing body, but in issued, you must answer "yes". Yes No Have you ever been suspended or discharged from any employment or military service because of igations or misconduct? Yes No Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a ult of allegations of misconduct? Yes No Please explain: Description Description Description	/ou have ever h rtificate(s) and r	ield, or cur provide the	rently ho e followir	ld a profes	isional license, credential, or other document issued to you by	y any <u>other jı</u>	urisdiction other than Kentucky
Have you ever had a professional certificate, license, credential, or any document issued for practice initially certain issued, or voluntarily surrendered? If you have had a professional certificate, inse, credential, or any other document issued for practice initially denied by a licensing body, but it rissued, you must answer "yes". Have you ever been suspended or discharged from any employment or military service because of igations or misconduct? Yes No Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a ult of allegations of misconduct? Yes No	sclosure of	Backgro	und Inf	formatio	n		
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Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a Yes O No Please explain:	Have you ever egations or mi	been susp sconduct?	ended o	r discharg	ed from any employment or military service because of	⊖ Yes	No
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Once you submit the Character and Fitness, it cannot be undone. Make sure to include any information necessary before you confirm.

Submi	t Character and Fitness	×
Are you undone.	sure you want to submit this Character & Fitne	ss? This cannot be

Click *Proceed to Summary*.

leclare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have tucky Certified School Personnel. 16 Kentucky Administrative Regulation 1.020, understand its provisions, and agree to abide by its terms during the court	read and examined the Professional Code of Ethics for se of my career as a professional educator.
	Proceed to Summary

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

⊟ Requirements			
ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	0	Applicant	
Out of State EPP Recommendation *	0	Applicant	
Degrees *	0	Applicant, EPP User	
Assessments *	0	Applicant	
Character and Fitness *	0	Applicant	N/A
* indicates a required element			
			Proceed to Payment

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

Click Proceed to Payment.

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ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	0	Applicant	
Out of State EPP Recommendation *	0	Applicant	
Degrees *	0	Applicant, EPP User	
Assessments *	Ø	Applicant	
Character and Fitness *	0	Applicant	N/A
' indicates a required element			
			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.

Invoice	
Below is the invoice for your application. Payment must be made before the application will be submitted for review.	
ITEM DESCRIPTION	AMOUNT
Issuance, reissuance, or renewal of regular certificate (including addition of area or rank change)	\$85.00
	Proceed to Payment

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

Proceed to Payment?	×
You will be taken to the KDE ePay system and redirected after payment. Upon successful payment the application will automatically be submitted.	4
Confirm Cancel	

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

hboard <u>Profile</u>				
here are no announcements at this tim	e.			
Applications				Quick Links
APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE	
Kentucky Educator Application	Started	03/02/2022	Not Submitted	Activity Feed
				There are

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.

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
entucky Educator Application nitial KY Certification	Pending Review	03/02/2022	03/02/2022
entucky Educator Application nitial KY Certification	Pending Review	03/02/2022	03/02/2022
entucky Educator Application adding a new KY Certification	Started	03/02/2022	Not Submitted

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