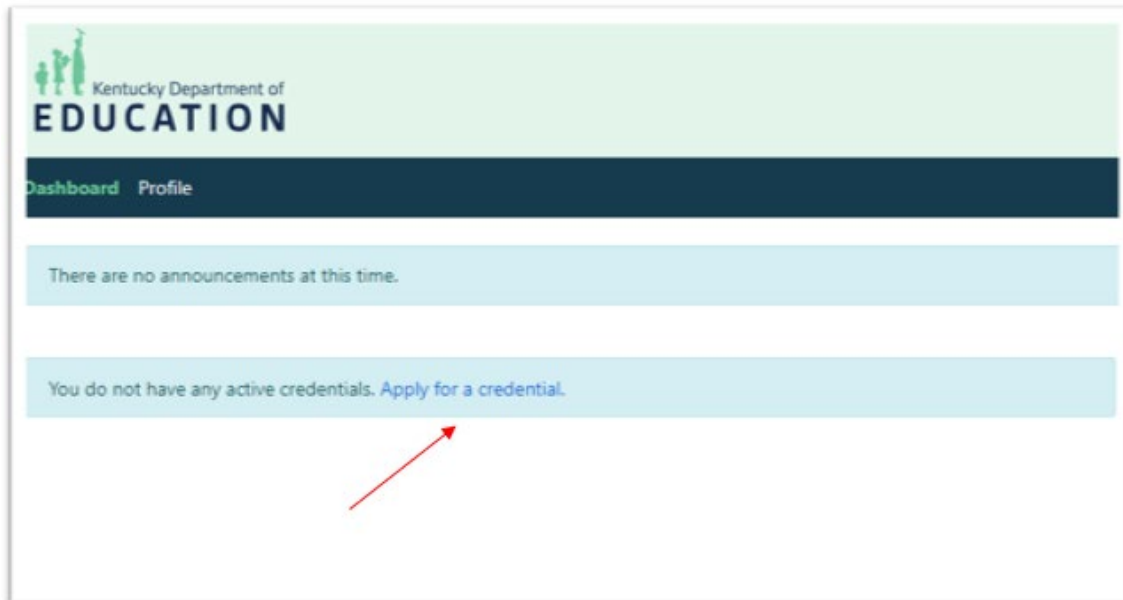


# Kentucky Educator Credentialing System

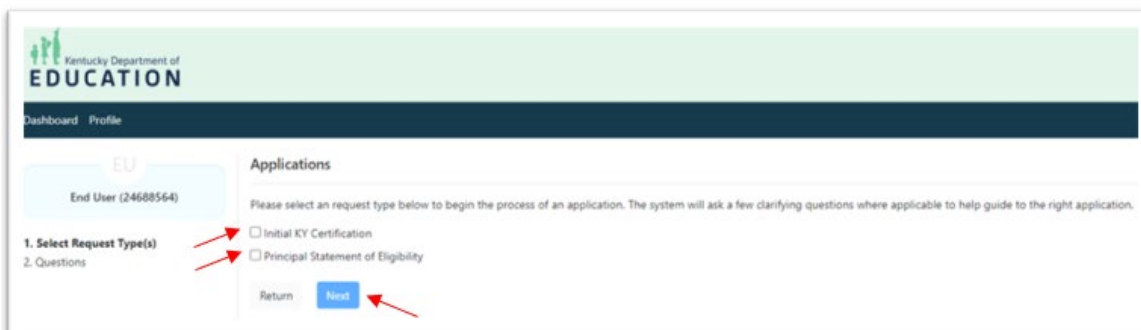
## Applying for a Credential

<https://kecs.education.ky.gov>

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

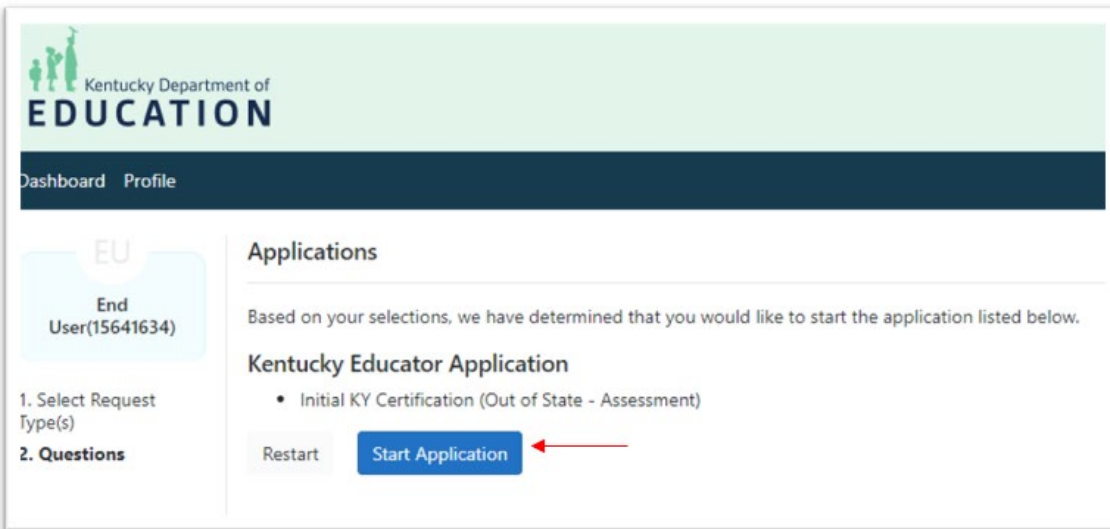


Any credentials that you are eligible to apply for will be listed. Select the request type to begin the application. You can select more than 1 request type at a time. Once the proper selections have been made, click ***Next***.



For technical support, contact [support@kecs.randasolutions.com](mailto:support@kecs.randasolutions.com)  
For policy related questions, contact [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov)

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



The screenshot shows the user interface of the Kentucky Department of Education. At the top left, there is a logo with three stylized figures and the text "Kentucky Department of EDUCATION". Below the logo, there are navigation links for "Dashboard" and "Profile". On the left side, there is a user profile card with the initials "EU" and the text "End User(15641634)". Below the profile card, there are two numbered steps: "1. Select Request Type(s)" and "2. Questions". The main content area is titled "Applications" and contains the text "Based on your selections, we have determined that you would like to start the application listed below." Underneath, there is a section titled "Kentucky Educator Application" with a bullet point: "Initial KY Certification (Out of State - Assessment)". At the bottom of this section, there are two buttons: "Restart" and "Start Application". A red arrow points to the "Start Application" button.

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For policy related questions, contact [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov)

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

Kentucky Department of EDUCATION

Dashboard Profile End User

End User (254744685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

- Out of State License
- Out of State EPP Recommendation
- Degrees
- Assessments
- Character & Fitness

Payment

Summary

APPLICANT

View User Profile

The character and fitness portion of this application has not been completed.

### Kentucky Educator Application Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

#### Requirements

| ELEMENT                           | SUBMISSION STATUS     | SUBMITTED BY        | REVIEW STATUS |
|-----------------------------------|-----------------------|---------------------|---------------|
| Out of State License *            | <input type="radio"/> | Applicant           |               |
| Out of State EPP Recommendation * | <input type="radio"/> | Applicant           |               |
| Degrees *                         | <input type="radio"/> | Applicant, EPP User |               |
| Assessments *                     | <input type="radio"/> | Applicant           |               |
| Character and Fitness *           | <input type="radio"/> | Applicant           | N/A           |

\* Indicates a required element

#### Attachments

| NAME            | DESCRIPTION | TYPE | CREATED BY | CREATED ON |
|-----------------|-------------|------|------------|------------|
| No attachments. |             |      |            |            |

Choose file Browse Enter Description Unknown Add

Save Attachments

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

Kentucky Department of EDUCATION

Dashboard Profile End User

End User (254744685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

- Out of State License
- Out of State EPP Recommendation
- Degrees
- Assessments
- Character & Fitness

Payment

Summary

APPLICANT

View User Profile

The character and fitness portion of this application has not been completed.

### Kentucky Educator Application Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

#### Requirements

| ELEMENT                           | SUBMISSION STATUS     | SUBMITTED BY        | REVIEW STATUS |
|-----------------------------------|-----------------------|---------------------|---------------|
| Out of State License *            | <input type="radio"/> | Applicant           |               |
| Out of State EPP Recommendation * | <input type="radio"/> | Applicant           |               |
| Degrees *                         | <input type="radio"/> | Applicant, EPP User |               |
| Assessments *                     | <input type="radio"/> | Applicant           |               |
| Character and Fitness *           | <input type="radio"/> | Applicant           | N/A           |

\* Indicates a required element

#### Attachments

| NAME            | DESCRIPTION | TYPE | CREATED BY | CREATED ON |
|-----------------|-------------|------|------------|------------|
| No attachments. |             |      |            |            |

Choose file Browse Enter Description Unknown Add

Save Attachments

For technical support, contact [support@kecs.randasolutions.com](mailto:support@kecs.randasolutions.com)

For policy related questions, contact [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov)

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

Kentucky Department of EDUCATION

Dashboard Profile End User

End User (254744685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

- Out of State License
- Out of State EPP Recommendation
- Degrees
- Assessments
- Character & Fitness

Payment Summary

APPLICANT View User Profile

The character and fitness portion of this application has not been completed.

### Kentucky Educator Application Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

#### Requirements

| ELEMENT                           | SUBMISSION STATUS     | SUBMITTED BY        | REVIEW STATUS |
|-----------------------------------|-----------------------|---------------------|---------------|
| Out of State License *            | <input type="radio"/> | Applicant           |               |
| Out of State EPP Recommendation * | <input type="radio"/> | Applicant           |               |
| Degrees *                         | <input type="radio"/> | Applicant, EPP User |               |
| Assessments *                     | <input type="radio"/> | Applicant           |               |
| Character and Fitness *           | <input type="radio"/> | Applicant           | N/A           |

\* indicates a required element

#### Attachments

| NAME            | DESCRIPTION | TYPE | CREATED BY | CREATED ON |
|-----------------|-------------|------|------------|------------|
| No attachments. |             |      |            |            |

Choose file Browse Enter Description Unknown + Add

Save Attachments

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

Kentucky Department of EDUCATION

Dashboard Profile End User

End User (254744685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

- Out of State License
- Out of State EPP Recommendation
- Degrees
- Assessments
- Character & Fitness

Payment Summary

APPLICANT View User Profile

The character and fitness portion of this application has not been completed.

### Kentucky Educator Application Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

#### Requirements

| ELEMENT                           | SUBMISSION STATUS     | SUBMITTED BY        | REVIEW STATUS |
|-----------------------------------|-----------------------|---------------------|---------------|
| Out of State License *            | <input type="radio"/> | Applicant           |               |
| Out of State EPP Recommendation * | <input type="radio"/> | Applicant           |               |
| Degrees *                         | <input type="radio"/> | Applicant, EPP User |               |
| Assessments *                     | <input type="radio"/> | Applicant           |               |
| Character and Fitness *           | <input type="radio"/> | Applicant           | N/A           |

\* indicates a required element

#### Attachments

| NAME            | DESCRIPTION | TYPE | CREATED BY | CREATED ON |
|-----------------|-------------|------|------------|------------|
| No attachments. |             |      |            |            |

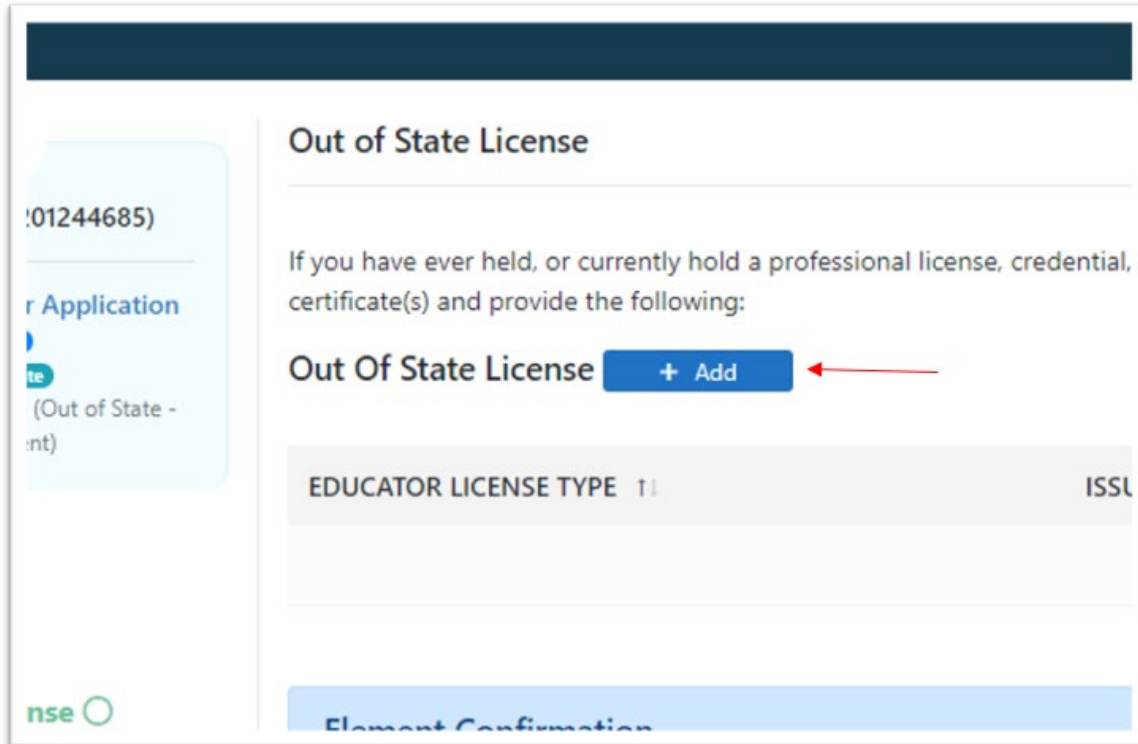
Choose file Browse Enter Description Unknown + Add

Save Attachments

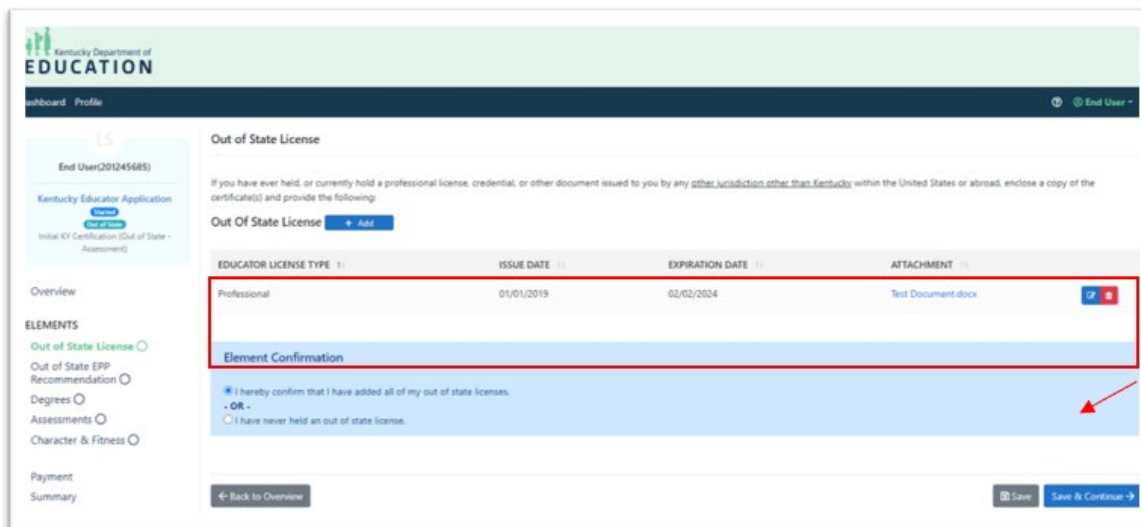
For technical support, contact [support@kecs.randasolutions.com](mailto:support@kecs.randasolutions.com)

For policy related questions, contact [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov)

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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For policy related questions, contact [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov)

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

| ELEMENT                           | SUBMISSION STATUS | SUBMITTED BY        |
|-----------------------------------|-------------------|---------------------|
| Out of State License *            | ✔                 | Applicant           |
| Out of State EPP Recommendation * | ○                 | Applicant           |
| Degrees *                         | ○                 | Applicant, EPP User |
| Assessments *                     | ○                 | Applicant           |
| Character and Fitness *           | ○                 | Applicant           |

\* indicates a required element

| NAME            | DESCRIPTION | TYPE |
|-----------------|-------------|------|
| No attachments. |             |      |

Choose file    Browse    Enter Description    Unknown

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.

| ELEMENT                           | SUBMISSION STATUS | SUBMITTED BY        |
|-----------------------------------|-------------------|---------------------|
| Out of State License *            | ✔                 | Applicant           |
| Out of State EPP Recommendation * | ○                 | Applicant           |
| Degrees *                         | ○                 | Applicant, EPP User |
| Assessments *                     | ○                 | Applicant           |
| Character and Fitness *           | ○                 | Applicant           |

\* indicates a required 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.

| 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.

**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 with 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:

**B** **I** **U** **G** **P** **☰** **☰** **A**

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.

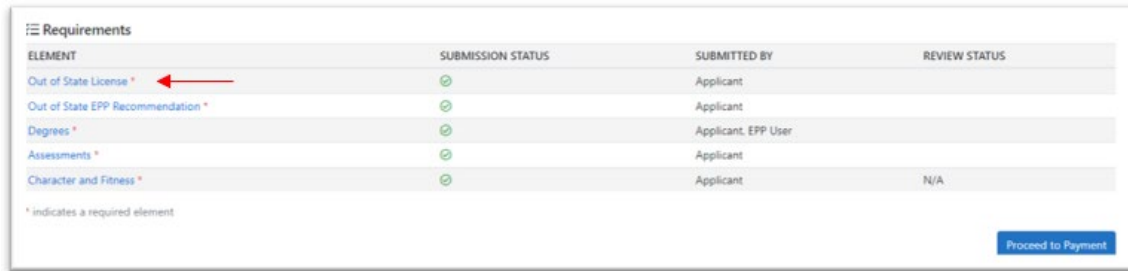
Click ***Proceed to Summary***.

I 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 Kentucky 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.

→

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

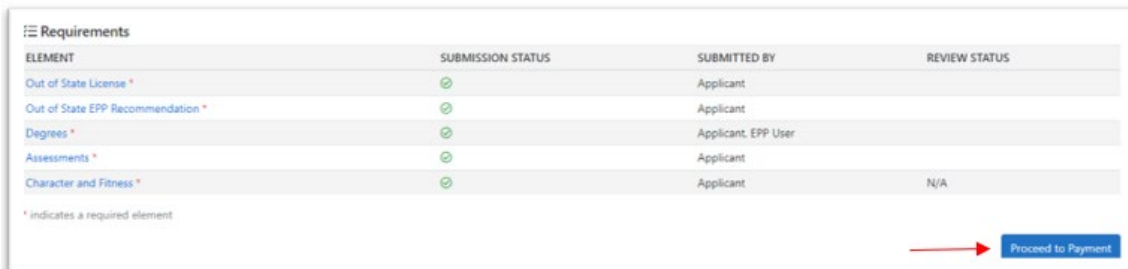


| ELEMENT                           | SUBMISSION STATUS | SUBMITTED BY        | REVIEW STATUS |
|-----------------------------------|-------------------|---------------------|---------------|
| Out of State License *            | ✔                 | Applicant           |               |
| Out of State EPP Recommendation * | ✔                 | Applicant           |               |
| Degrees *                         | ✔                 | Applicant, EPP User |               |
| Assessments *                     | ✔                 | Applicant           |               |
| Character and Fitness *           | ✔                 | Applicant           | N/A           |

\* indicates a required element

Proceed to Payment

Click **Proceed to Payment**.



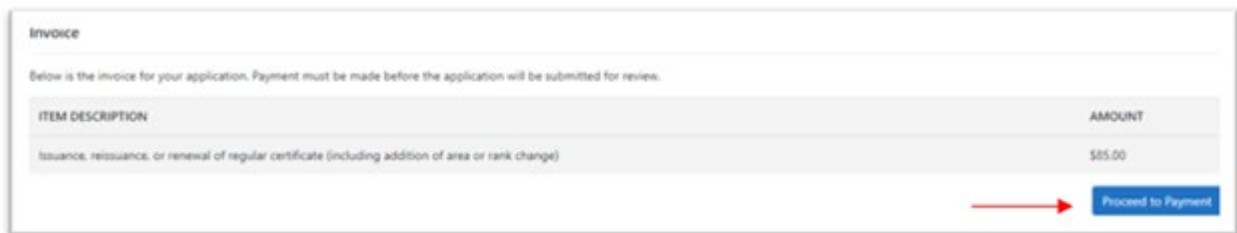
| ELEMENT                           | SUBMISSION STATUS | SUBMITTED BY        | REVIEW STATUS |
|-----------------------------------|-------------------|---------------------|---------------|
| Out of State License *            | ✔                 | Applicant           |               |
| Out of State EPP Recommendation * | ✔                 | Applicant           |               |
| Degrees *                         | ✔                 | Applicant, EPP User |               |
| Assessments *                     | ✔                 | Applicant           |               |
| Character and Fitness *           | ✔                 | 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**.



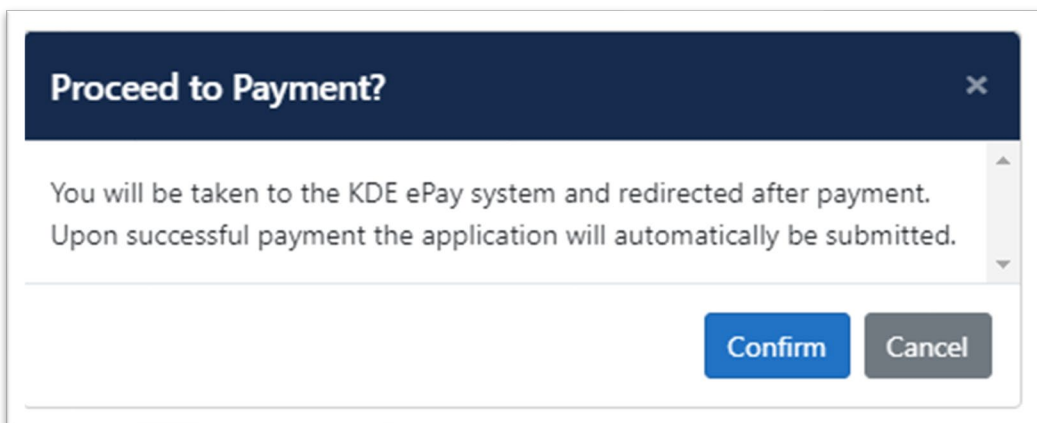
Invoice

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.

Confirm Cancel

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For policy related questions, contact [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov)



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

The screenshot shows the Kentucky Department of Education dashboard. At the top, there is a header with the logo and the text 'Kentucky Department of EDUCATION'. Below the header, there are navigation links for 'Dashboard' and 'Profile'. A light blue banner states 'There are no announcements at this time.' The main content area is divided into two columns. The left column is titled 'Applications' and contains a table with the following data:

| APPLICATION   | STATUS  | CREATED DATE | SUBMITTED DATE |
|---|---------|--------------|----------------|
| <a href="#">Kentucky Educator Application</a><br>Initial KY Certification | Started | 03/02/2022   | Not Submitted  |

A red arrow points to the application name in the table. To the right of the table, there are sections for 'Quick Links' and 'Activity Feed', both of which are currently empty. At the bottom of the dashboard, a light blue banner states 'You do not have any active credentials. [Apply for a credential.](#)'

**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.

The screenshot shows the Kentucky Department of Education dashboard with a table of applications. The table has the following data:

| APPLICATION  | STATUS         | CREATED DATE | SUBMITTED DATE |
|--|----------------|--------------|----------------|
| <a href="#">Kentucky Educator Application</a><br>Initial KY Certification      | Pending Review | 03/02/2022   | 03/02/2022     |
| <a href="#">Kentucky Educator Application</a><br>Initial KY Certification      | Pending Review | 03/02/2022   | 03/02/2022     |
| <a href="#">Kentucky Educator Application</a><br>Adding a new KY Certification | Started        | 03/02/2022   | Not Submitted  |

A red arrow points to the 'Pending Review' status in the first row. At the bottom of the dashboard, a light blue banner states 'You do not have any active credentials. [Apply for a credential.](#)'

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