Submitting your CA-1 or CA-2 application online through your EPSB account.

1. To begin, go to the public website for EPSB (www.kyepsb.ky.gov). Select the EPSB Account and continue with signing in to the system.
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2. You will need to log in to the EPSB system. If you do not have an EPSB User id – you may create one here as well. Step-by-step instructions on how to create a new EPSB User ID can be found here: [http://www.epsb.ky.gov/mod/page/view.php?id=2](http://www.epsb.ky.gov/mod/page/view.php?id=2)
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3. In the bottom right corner under the “My Profile” section, click on the “Online Document Submission” link.

My Profile  (Hide Details...)

- Credential
  View your current credentials; e.g. credential details, certificate effective date, expiration.
- Education
  View your education qualification; e.g. degree, institution and year.
- Training Data
  View your training information; e.g. type of training, date, location.
- Assessments
  View your professional tests; e.g. assessment name, date, score, EPSB and CTE result.
- Roles
  View your roles; e.g. organization type, organization role, status.
- Online Document Submission (New)
  View and Upload Documents; e.g. Application for Kentucky Certification in Salary rank, Application for Certificate Renewal/Duplicate
- Technical Document
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4. Welcome to Online Document Submission system for Educator Certifications. This welcome page explains how to prepare your documents to be uploaded and submitted to apply for your credentials. After you read these guidelines, press “Continue”.

How to prepare your documents so it can be uploaded.

Scanning your documents:
Scanning is how you create electronic versions of paper applications and documents. Creating electronic copies may be accomplished through flatbed scanners as well as phones and tablets with scanning apps. Free and inexpensive scanning apps are available from such sites as Google Play and the Apple iTunes app stores.

- Follow the instructions provided with the scanner by the manufacturer and/or via the software or app.
- Save each file as a PDF or image file such as a .jpg or .png.
- We suggest you include your name and a description of what the file contains in the file name. For example, “Jane Doe renewal app.pdf” or “Jane Doe fingerprint card.jpg”.

Note: If you do not have a scanner at home, you may be able to scan documents at a local library or your school if the copier has scanning functionality. In that case, save the scanned documents to a USB drive or email them to yourself so that you may access them later when submitting your application materials online. Attention: If you are using a public computer, always protect your personal information. Never save scanned files to the computer's local hard drive. Always completely log out of online resources, close the browser and log out of the computer if appropriate.

- Take a clear photograph of the document and save the photograph to your computer or external device.
- Have the paper document scanned as an electronic file. You can use your home printer if it has a scan option, or take it to any store, library, college or the school district that has a scanning service. You can bring a portable flash drive to save the electronic file or email the scanned document to yourself.

The electronic file:

- Accepted formats: .pdf, .jpg, .png, .gif, .tif, .bmp
- Maximum file size: 15MB
- File names cannot include special characters like /: * ? < > |

How to upload a document.

- Step 1. Search the certification database by entering the applicant’s social security number. Click the button labeled “Fetch” to search the database. Click the button “Click here to upload files” to begin uploading the necessary documentation.
- Step 2. Select the type of application from the dropdown menu.
- Step 3. Please describe the type of the being uploaded (e.g. transcript, college recommendation, Application Form).
- Step 4. You may enter a optional password if needed.
- Step 5. Browse for the documents by choosing the “Select file” button and locate the files you have uploaded to your computer or external device. Click the upload button when your finished selecting documents.
- Step 6. Click the Upload button to begin the the final phase of submitting the application. Your application will have a status “Not Yet Submitted” until you click on the button labeled “Submit to EPSB”. Click on the button labeled “Upload additional files” if you have additional files to upload.
- Step 7. This applicant will receive a e-mail from EPSB once the application has been approved.
- Step 8. Click on the Report tab to update additional documents or check the status.

Note: You can see your application has been approved by highlighting the section. Uploading additional documents can continue until the application has been approved. Documents can be deleted until the application has been submitted to EPSB.
Submitting your CA-1 or CA-2 application online through your EPSB account.

5. The Online Document Submission allows you to select which application to download, print, fill in, scan and upload to begin the Application Process.
   a. You can Click on “Update Demographics” if you want to update your profile information and demographics.
   b. You may select the line item for the type of application form to download.
   c. You may select the action button to “Begin the Application Process”.
   d. You can also check for other application information by selecting “Check Existing Application Status”.

Welcome KEPR$TESTADMIN, what would you like to do today?

<table>
<thead>
<tr>
<th>Application</th>
<th>Form</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Application for Rank Change, Initial or Adding Certification</td>
<td>Click here to download and print your application form</td>
<td>Click Here to Begin the Application Process</td>
</tr>
<tr>
<td>b. Application for Renewal or Duplicate Certification</td>
<td>Click here to download and print your application form</td>
<td>Click Here to Begin the Application Process</td>
</tr>
</tbody>
</table>
Submitting your CA-1 or CA-2 application online through your EPSB account.

When you select “Begin the Application Process”, the system will display the name of the application you are processing. You can add a description for your application and also provide additional comments. The next step is to attach one or more files that will be used and referenced for the application processing. Please note that you cannot create or submit the same application form twice.
Submitting your CA-1 or CA-2 application online through your EPSB account.

Once you have selected the file or multiple files, you can “Upload” them as part of your application.

When you are ready to submit all of your documents for the application to be processed, you may click on the “Submit Application” button. You will be asked by the system “Are sure you want to submit your application?” Once you click OK – you can no longer delete the documents you have attached. You may attach more documents, but you cannot delete the documents previously attached.
Submitting your CA-1 or CA-2 application online through your EPSB account.

When you select OK from the previous question – and the system has submitted your application, you will get a confirmation message and a confirmation email.

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webtest1.kyepsb.net says

Your Application has been Successfully Submitted.

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KDELicensure@education.ky.gov

To: Miley, Rich [EPSB]; Scott.Smith@ky.gov

Hello,

Your online application upload has been received by the Division of Educator Licensure & Quality. Please refer to the information below regarding application processing, fees, and other items you may be required to submit based on what your request may be.

**Processing times:**
The application history table in your account shows applications which have been entered into the EPSB certification system since March 15, 2005. To view the detailed status of an application, click the link on the application type. Please note that all items will show as missing until an application has gone through its first initial review.

Peak season: May - October, 2-4 weeks minimum Nonpeak season: November - April, 1-2 weeks minimum

All new incoming mail is reviewed on a first in first out basis. **Faxed and emailed versions of any application will not be accepted.**

**Fees:**
Please review the fee bank in your EPSB account and/or on the application to see what is owed with your application. All fees must be paid online using your EPSB account at [http://www.epsb.ky.gov](http://www.epsb.ky.gov)

**Transcripts:**
If you need to submit an official transcript with your application, please have them submitted by mail to our office on official transcript paper or electronically DIRECTLY from the clearinghouse to Email. Transcripts printed or forwarded by the applicant are not accepted. Please let us know if a transcript is coming in a last name that differs from your current name.
Submitting your CA-1 or CA-2 application online through your EPSB account.

FAQ

Q: I need to add additional documents to an already pending application, how do I submit them online?
A: 1. Login to your EPSB account from our website at www.epsb.ky.gov
   2. Click on the “Online Document Submission” link in the bottom right hand corner of your home page.
   4. Click “Check Existing Application Status”.
   5. Click the “Upload or View Files” button and add the documents needed to the application.
   **You do NOT need to click the “Submit Application” button again.**

Q: I have a different application other than the CA-1 or the CA-2. Can I submit that online?
A: No, you will need to give the application to the HR Designee or the Director of District Personnel at your district so they can upload the application.

Q: Can I upload official transcripts with my application?
A: No, applicants are not permitted to upload their own transcripts. Official transcripts can be submitted two ways:
   - Sent by mail from the Registrar’s office to KDE Certification, 300 Sower Blvd., 5th Floor, Frankfort, KY 40601.
   - Electronic transcripts sent DIRECTLY from the institution or the third-party transcript provider to KDELicensure@education.ky.gov. Electronic transcripts are not accepted if printed by or forwarded by the applicant.

Please let us know if transcripts are coming in a last name that is different than your current name.

Q: It says my application has been approved but there is no PDF available to download. Why is the PDF not available?
A: Most likely your application was approved within the last 3-5 days. All applications are double checked for accuracy after given the initial approval. If you haven’t received an automated email from KDELicensure@education.ky.gov with instructions on how to print your new certificate, it is still waiting to be double checked. If it has been over 5 business days since the application has been approved, please contact the Certification office at (502) 564-5846, option 5, and any available consultant will be able to assist you.