

New NBCTs Rank Change Cheat Sheet

- Log into your EPSB account to access the **Application for Kentucky Certification or Change in Salary Rank (CA-1)**,
- Complete and upload the form electronically.
 - To locate this form, please log into your EPSB account
 - Select **Online Document Submission** under the “My Profile” section of your account dashboard.
 - click CONTINUE at the bottom of the page when you are ready to proceed,
- Select the **Application for Kentucky Certification or Change in Salary Rank** (letter a., shown below)
- Print the form
- Complete the required sections
 - Section I, page 1, A and B only (check mark appropriate box for rank change or addition of certification)
 - Section III, page 3 (answer all questions and sign and date on BOTH lines at the bottom)
 - Note...Pages 2, 4, 5, and 6 do NOT need to be completed and uploaded
- Scan or save your completed form as an electronic file
- Return to this page to begin the upload process.
- Pay \$85 rank change/certification fee upon submission of your application.

Please note, your superintendent’s signature is not required by our office, however, your district may want to be notified of your pending certification or rank change status. Please check with your district HR representative.

For more information, please see [the EPSB page](#) on rank change.

If you have any questions about this process, you can email KDElicensure@education.ky.gov or call 502-564-5846 to speak with a certification specialist.