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

For technical support, contact support@kecs.randasolutions.com
For policy related questions, contact 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.

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

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

For technical support, contact support@kecs.randasolutions.com
For policy related questions, contact 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.

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

For technical support, contact support@kecs.randasolutions.com
For policy related questions, contact KDElicensure@education.ky.gov
If you select yes to any questions within the Character & Fitness Element, you will be asked to provide a statement in the text box.

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

Click *Proceed to Summary.*

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

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

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