UPDATED CERTIFICATION APPLICATION PROCESS

Status Checks:

Applicants can check the status of their submitted applications by logging into their EPSB account. Utilizing the technology to check a status of an application will help reduce phone calls and improve the turnaround time for processing applications. Please note that we are now in our busy season and processing may take up to 3-4 weeks. Applicants will receive notification if additional information is needed as well as confirmation the process is complete.

Regular Certification Renewal:

Applicants who need to renew their REGULAR certifications based on experience must complete a CA-2 renewal application. The application can be printed and downloaded once logged into your EPSB account. (Go to MY PROFILE > ONLINE DOCUMENT SUBMISSION). Select "Application for Renewal or Duplicate Certification" and click to download/print application. Complete the form and obtain required district signature, if renewing on experience. Once the CA-2 form is completed and signed, the form can be returned to the district for upload and submission, or it can be uploaded and submitted by the applicant.

Renewal fees must be paid online through the applicant's EPSB account using the E-Pay service.

Temporary Provisional Certification Renewal:

Applicants who are currently enrolled in an Option 6 program and need to renew a Temporary Provisional certificate will need a CA-TP application provided to them **by the district office** once their employment is confirmed for the upcoming school year. Once the form is completed by the applicant and the district, it must be scanned and uploaded by the HR staff. The applicant will still be responsible for submitting official transcripts to the Division of Educator Licensure.

Once the CA-TP has been uploaded by the district, the applicant MUST NOTIFY THEIR INSTITUTION that an application has been uploaded on their behalf. The institution can then upload additional documents to the pending application, such as the mentoring plan or recommendation page.

Addition of Certification or Rank Change Program:

Applicants who have completed a certification program (initial or additional) or a rank change program and need to apply for the new certification or rank change, must complete a CA-1 application. The application can be printed and downloaded once logged into your EPSB account. (Go to MY PROFILE > ONLINE DOCUMENT SUBMISSION). Select "Application for Rank Change, Initial, or Add Certification" and click to download/print application. Complete the form and obtain required district signature, if needed (administrator certification only). Once the CA-1 form is completed and signed, the form can be returned to the district for upload and submission, or it can be uploaded and submitted by the applicant.

If a KY university certification officer's signature is required, the applicant MUST NOTIFY THEIR INSTITUTION that an application has been uploaded. The institution can then upload the recommendation page to the pending application.

Rank change or additional certification fee must be paid online through the applicant's EPSB account using the E-Pay service.