Kentucky Educator Credentialing System
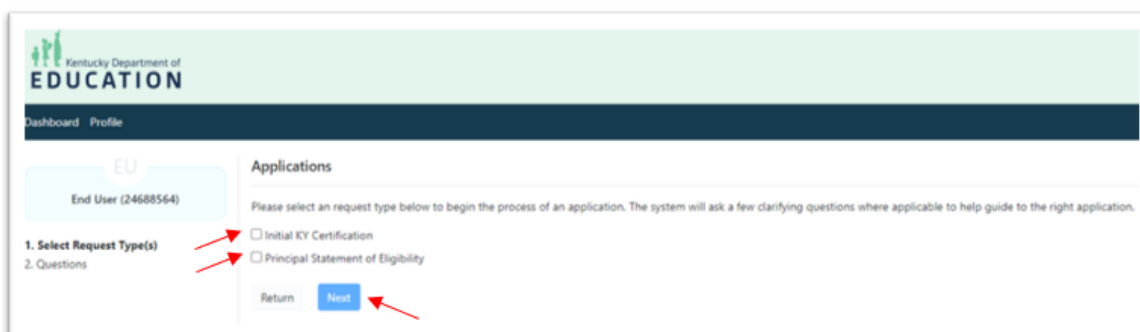## Applying for a Credential
https://kecs.education.ky.gov

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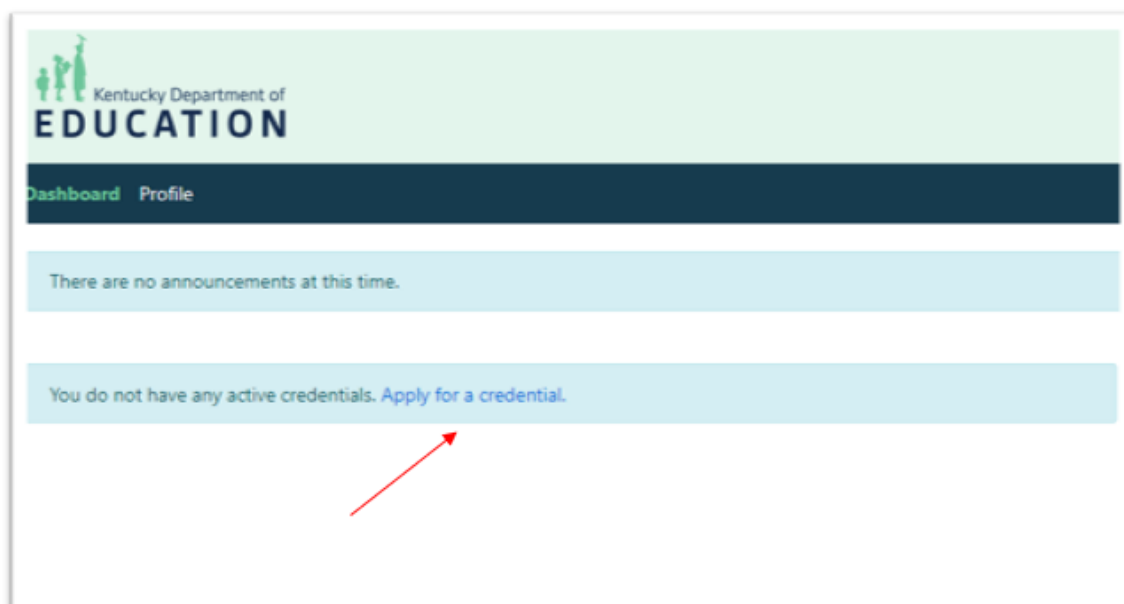
Any credentials that you are eligible to apply for will be listed. Select the request type to begin the application. You can select more than 1 request type at a time. Once the proper selections have been made, click **Next**.

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

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

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.

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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**.

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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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.

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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 wi 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:

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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.

Confirm   Cancel

Click **Proceed to Summary**.

...eclare 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 ...tucky 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.

→ Proceed to Summary

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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.

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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 90 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.