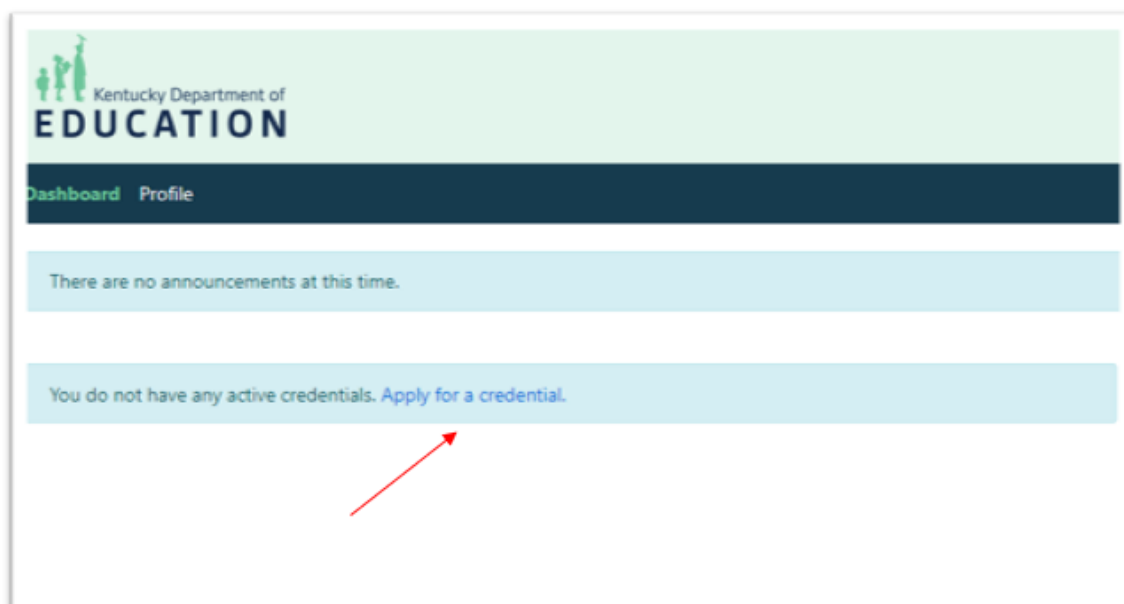


Kentucky Educator Credentialing System

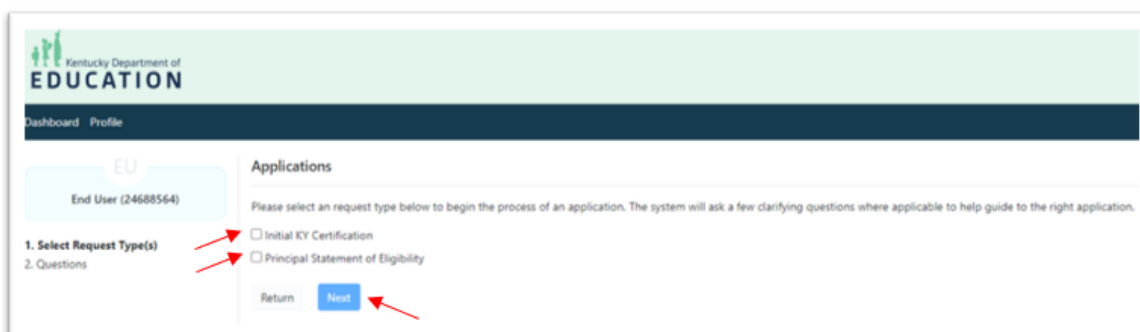
Applying for a Credential

<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**.

Kentucky Department of
EDUCATION

Dashboard Profile

EU
End
User(15641634)

1. Select Request
Type(s)

2. Questions

Applications

Based on your selections, we have determined that you would like to start the application listed below.

Kentucky Educator Application

- Initial KY Certification (Out of State - Assessment)

Restart 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.

Kentucky Department of Education

Dashboard Profile

End User (254744685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

- Out of State License
- Out of State EPP Recommendation
- Degrees
- Assessments
- Character & Fitness
- Payment
- Summary
- APPLICANT**
- View User Profile

Kentucky Educator Application Overview

The character and fitness portion of this application has not been completed.

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	<input type="radio"/>	Applicant	
Out of State EPP Recommendation *	<input type="radio"/>	Applicant	
Degrees *	<input type="radio"/>	Applicant, EPP User	
Assessments *	<input type="radio"/>	Applicant	
Character and Fitness *	<input type="radio"/>	Applicant	N/A

* indicates a required element

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
No attachments.				

Choose file Enter Description Unknown

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

Kentucky Department of Education

Dashboard Profile

End User (254744685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

- Out of State License
- Out of State EPP Recommendation
- Degrees
- Assessments
- Character & Fitness
- Payment
- Summary
- APPLICANT**
- View User Profile

Kentucky Educator Application Overview

The character and fitness portion of this application has not been completed.

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	<input type="radio"/>	Applicant	
Out of State EPP Recommendation *	<input type="radio"/>	Applicant	
Degrees *	<input type="radio"/>	Applicant, EPP User	
Assessments *	<input type="radio"/>	Applicant	
Character and Fitness *	<input type="radio"/>	Applicant	N/A

* indicates a required element

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
No attachments.				

Choose file Enter Description Unknown

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.

Kentucky Department of
EDUCATION

Dashboard Profile

End User (254744685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

Out of State License

Out of State EPP Recommendation

Degrees

Assessments

Character & Fitness

Payment

Summary

APPLICANT

View User Profile

The character and fitness portion of this application has not been completed.

Kentucky Educator Application Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	<input type="radio"/>	Applicant	
Out of State EPP Recommendation *	<input type="radio"/>	Applicant	
Degrees *	<input type="radio"/>	Applicant, EPP User	
Assessments *	<input type="radio"/>	Applicant	
Character and Fitness *	<input type="radio"/>	Applicant	N/A

* Indicates a required element

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
no attachments.				

Choose file Browse Enter Description Unknown + Add

Save Attachments

Click on the name of each element from the left navigation or under **Requirements**.

System (0)

Kentucky Educator Certification

Initial KY Certification (C-A-T) (In State)

Overview

ELEMENTS

Out of State License

Degrees

Assessments

University Recommendation

Character & Fitness

Payment

Summary

The character and fitness portion of this application has not been completed.

Kentucky Educator Certification Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

What does EPP user mean?

EPP is an abbreviation for Educator Preparation Program. The EPP user is usually the Certification Officer for your college/university where you are completing your education program.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	<input type="radio"/>	Applicant	
Degrees *	<input type="radio"/>	Applicant, Certification Officer	
Assessments *	<input type="radio"/>	Certification Officer	
University Recommendation *	<input type="radio"/>	Certification Officer	
Character and Fitness *	<input type="radio"/>	Applicant	N/A

* Indicates a required element

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.

01244685)

r Application

te

(Out of State - nt)

nse

Out of State License

If you have ever held, or currently hold a professional license, credential, certificate(s) and provide the following:

Out Of State License + Add

EDUCATOR LICENSE TYPE	ISSU
1	

Element Confirmation

Make sure to answer any confirmation questions and click **Save & Continue**.

Kentucky Department of EDUCATION

Dashboard Profile

End User(201244685)

Kentucky Educator Application

Initial KY Certification (Out of State - Assessment)

Overview

ELEMENTS

Out of State License

Out of State EPP Recommendation

Degrees

Assessments

Character & Fitness

Payment

Summary

Out of State License

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 within the United States or abroad, enclose a copy of the certificate(s) and provide the following:

Out Of State License + Add

EDUCATOR LICENSE TYPE	ISSUE DATE	EXPIRATION DATE	ATTACHMENT
Professional	01/01/2019	02/02/2024	Test Document.docx

Element Confirmation

☒ I hereby confirm that I have added all of my out of state licenses.

☐ I have never held an out of state license.

Back to Overview

Save 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.

Overview

Initial KY Certification (Out of State - Assessment)

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY
Out of State License *	✓	Applicant
Out of State EPP Recommendation *	○	Applicant
Degrees *	○	Applicant, EPP User
Assessments *	○	Applicant
Character and Fitness *	○	Applicant

* indicates a required element

Attachments

NAME	DESCRIPTION	TYPE
No attachments.		

Choose file Browse Enter Description Unknown

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.

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY
Out of State License *	✓	Applicant
Out of State EPP Recommendation *	○	Applicant
Degrees *	○	Applicant, EPP User
Assessments *	○	Applicant
Character and Fitness *	○	Applicant

* indicates a required 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.

Please attach the Certificate or Rank Change Recommendation form completed by your Educator Preparation Program.

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON
No attachments.				

Choose file Browse Enter Description Out of State Recommendation +Add

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.

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 with 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:

B I U G P L A

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***.

I declare 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 Kentucky 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

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.

Requirements			
ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	✓	Applicant	
Out of State EPP Recommendation *	✓	Applicant	
Degrees *	✓	Applicant, EPP User	
Assessments *	✓	Applicant	
Character and Fitness *	✓	Applicant	N/A

* indicates a required element

Proceed to Payment

Click **Proceed to Payment**.

Requirements			
ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	✓	Applicant	
Out of State EPP Recommendation *	✓	Applicant	
Degrees *	✓	Applicant, EPP User	
Assessments *	✓	Applicant	
Character and Fitness *	✓	Applicant	N/A

* indicates a required element

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**.

Invoice	
Below is the invoice for your application. Payment must be made before the application will be submitted for review.	
ITEM DESCRIPTION	AMOUNT
Issuance, reissuance, or renewal of regular certificate (including addition of area or rank change)	\$85.00

Proceed to Payment

Once payment has been made, the application will automatically be submitted.

Proceed to Payment?

You will be taken to the KDE ePay system and redirected after payment.
Upon successful payment the application will automatically be submitted.

Confirm Cancel

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.

The screenshot shows the Kentucky Department of Education dashboard. At the top, there's a header with the logo and 'Kentucky Department of EDUCATION'. Below the header, there are tabs for 'Dashboard' and 'Profile'. A message states 'There are no announcements at this time.' The main section is titled 'Applications' and contains a table with the following data:

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Kentucky Educator Application Initial KY Certification	Started	03/02/2022	Not Submitted

A red arrow points to the application name in the table. To the right of the table, there are sections for 'Quick Links' and 'Activity Feed', both of which are empty. At the bottom, a message states 'You do not have any active credentials. [Apply for a credential.](#)'

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.

The screenshot shows the Kentucky Department of Education dashboard with the 'Applications' section. The table now has three rows:

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE
Kentucky Educator Application Initial KY Certification	Pending Review	03/02/2022	03/02/2022
Kentucky Educator Application Initial KY Certification	Pending Review	03/02/2022	03/02/2022
Kentucky Educator Application Adding a new KY Certification	Started	03/02/2022	Not Submitted

A red arrow points to the 'Pending Review' status in the first row. The rest of the dashboard, including the 'Quick Links', 'Activity Feed', and the bottom message, remains the same as in the previous screenshot.

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