



Application for Advanced Certificate or Endorsement Recommendation

Academic Services and Teacher Certification: College of Education; University of Kentucky;
166 Taylor Education Building; Lexington, KY 40506-0001; Phone (859) 257-7681

SUBMIT ONLY THE COMPLETE APPLICATION. Incomplete applications will be returned to applicants. MINIMUM 48-hour turnaround for application to be sent to Frankfort.

Date:

Last Name:	First Name:	Middle Name:	Maiden Name:	ID Number:
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Mailing Address:	City:	State:	ZIP Code:
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Phone Permanent:	Work:	Other (Specify type:)
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Gender: Female Male

Birthdate:

E-mail Address:

Ethnicity (check only one):

American Indian Asian or Pacific Islander Alaskan Native

Black, Non-Hispanic Hispanic Mexican American or Chicano

Puerto Rican White, Non-Hispanic

Citizenship

U.S.A.

Other

Specify:

Secondary Diploma (check one) U.S. High School GED Home Schooling Foreign (Country: _____)

Diploma State	Year	High School	High School City	High School County
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CHECK OFF COMPONENTS AS ASSEMBLED. SUBMIT COMPLETE APPLICATION ONLY.

- 1. Application for Transcript**
Attach a check for \$5.00 (payable to "UK") to the transcript request form. Transcript will be issued after final grades and/or degree are posted. Your transcript listing degree or completion of program coursework and verifying 2.50 minimum GPA will be attached to the TC-1 form when it is sent to Frankfort.
- 2. All Non-UK transcripts**
Attach original transcripts of any non-UK colleges verifying all pertinent grades and degree completions.
- 3. TC-1 Application for a Kentucky Teaching Certificate**
Page 1—Complete Section 1, parts A, B, C, D.
Page 3—Complete all sections; respond to ALL sections, sign and date.
Page 5—Complete Part A **ONLY**. Section IV is for office use only.
- 4. EPSB Fee – APPLICANT IS RESPONSIBLE FOR MAILING CERTIFIED CHECK, MONEY ORDER OR CASHIER'S CHECK** payable to "Kentucky State Treasurer " to the EPSB office in Frankfort. An envelope is attached for your convenience. See fee descriptions on page 1 of TC-1.
- 5. Test score verification (if required.)** Kentucky state examination score letter and/or Praxis test score report must be attached to this application packet if you are adding a certification area.
Applications will not be accepted without a copy of your test results.
- 6. Signed Curriculum Contract** - For most advanced programs, applicant must submit a completed curriculum contract, signed by the applicant and his/her advisor, and including all standards-based program requirements. (See side 2 of this page for additional information about curriculum contracts.)
Applications will not be accepted without a copy of your completed curriculum contract.
- 7. Processing Fee** – Attach a \$30.00 check or money order payable to UK for processing paperwork.

Submit COMPLETE applications only. INCOMPLETE APPLICATIONS WILL BE RETURNED.

Questions? Contact Martha Geoghegan at myrt@uky.edu or 859-257-7681

FILING AN APPROVED PROGRAM STUDENT CONTRACT WHEN APPLYING FOR CERTIFICATION

EPSB regulation requires the following minimum requirements for a student curriculum contract/guide sheet:

MINIMUM REQUIREMENTS STUDENT CURRICULUM CONTRACT/GUIDESHEET

- 1) Name of institution, name of program, resulting certification with appropriate grade level
- 2) Student's name
- 3) Required course work (prefix, number, hours)
- 4) Elective hours/choices, etc.
- 5) Minimum GPAs for components (e.g., General Education, Professional Education, Major/Minor, etc.)
- 6) Portfolio requirements and other required exit assessments, as appropriate
- 7) Praxis, PLT, or other tests required for certification
- 8) Space for student and advisor to sign and date

The College of Education curriculum contracts also includes three Continuous Assessment items:

- 1) Date of Program Faculty review at the time of admission. *It is suggested that at the point of admission, both the student and the Program Faculty Chair sign to verify that all of the admission procedures were followed, including admission portfolio review, and that the student acknowledges understanding how the program will proceed.*
- 2) Date of Program Faculty review at the time of retention. *It is suggested that at the point of retention review, both the student and the Program Faculty Chair sign to verify that all of the retention procedures were followed, including working portfolio review, and that the student acknowledges understanding his/her progress through the program, and what remains to be completed prior to program completion.*
- 3) Date of Program Faculty review at the time of completion. *It is suggested that at the point of completion review, both the student and the Program Faculty Chair sign to verify that all program components have been completed, including review of the portfolio, that a final review of mastery of the standards has been accomplished, and that the student understands the process of applying for a state license (certificate), including successful Praxis examination.*

To be recommended for a state teaching license (certificate), answer the following questions:

- ✓ Does the curriculum contract contain all of the required elements?
- ✓ Does the curriculum contract include the COE required continuous assessment elements?
- ✓ Is there a valid signature on each of the lines where a signature is required?
- ✓ Is there a date specified in each required place, verifying that all required procedures have been completed?
- ✓ Where courses are specified, has all required information been filled in?... And, are the terms of attendance and course grades specified?
- ✓ If a curriculum contract is not complete, and if all dates, signatures, courses and grades are not included in the finished document, then a recommendation on behalf of the candidate cannot be made.

**UK COLLEGE OF EDUCATION, Academic Services and Teacher Certification,
166 Taylor Education Bldg,
University of Kentucky, Lexington, KY 40506-0001 859-257-7971
myrt@uky.edu**

RECOMMENDATION FOR AN ADVANCED KENTUCKY TEACHING CERTIFICATE APPLICATION

Last Name: _____ First Name: _____ SID: _____

Mailing Address: _____

City _____ State _____ Zip _____

Current Phone: _____ After Graduation Phone: _____

E-mail address(es): _____

KY Teaching Certificate Desired: _____

Anticipated date of Program Completion: _____

I request that the Teacher Certification Officer of the University of Kentucky make a teaching certificate recommendation on my behalf to the Kentucky Education Professional Standards Board. In making this request, I verify that I have completed the following steps:

1. Filed a certificate application packet with the office of Academic Services and Teacher Certification, 166 Taylor Ed. Bldg.
2. Been admitted to and completed a UK advanced educator preparation program, as verified by my program faculty and the UK registrar on my UK transcript;
3. Supplied the office of Academic Services and Teacher Certification with a completed program plan or curriculum contract authenticated by my faculty advisor;
4. Supplied the office of Academic Services and Teacher Certification with copies of passing Praxis test scores and/or Kentucky state test scores as required by the KY EPSB;
5. Supplied the office of Academic Services and Teacher Certification with all required documentation of any misdemeanors or felonies
6. Included a check for \$30.00 payable to UK (recommendation processing fee).

Name on Check _____ Check # _____ Check Date _____

I authorize the UK teacher certification officer to provide the KY EPSB with any information necessary to support my application for a change in my Kentucky Teaching Certificate.

Signature: _____ Date: _____

Office Use Only

Application materials received date:

Application complete:

\$30.00 Check Received:

Recommendation filed to EPSB date: