

**SUBMIT ONLY COMPLETE  
APPLICATION  
including completed checklist**

**INCOMPLETE APPLICATIONS  
WILL BE RETURNED**

# Alternative Certificate Application Packet

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

*NOTE: There is a minimum of 48 hours from the time application is submitted to being mailed to Frankfort.*

Please **check off** certificate application materials as assembled.  
**All items MUST be verified before application will be accepted.**

- \_\_\_ 1. **All Alternative Certification students must submit, with this packet:**
  - \_\_\_ Curriculum Contract for the program showing required coursework, any completed coursework, and verification of continuous assessment, all reviewed, approved, and signed by Faculty Advisor
  - \_\_\_ Memo from Faculty Advisor indicating that the student meets one of the following
    - approved for admittance to the program
    - approved for continuing the program, second year
    - approved for continuing the program, last year and completing KTIP
  - \_\_\_ Employment Information Form signed by employing school district verifying employment during the coming school year.
  
- \_\_\_ 2. **UK Transcript: Not needed for first-year Alternative Certification applicants. If second-year or third-year alternative certification student,** please attach a check for \$5.00 (made payable to UK) along with the enclosed transcript request form. Transcript will be issued after final grades and degree are posted. Your transcript showing course work completed and verifying 2.50 minimum GPA will be attached to the TC-1 form when it is sent to Frankfort.
  
- \_\_\_ 3. **All Non-UK transcripts**  
Students are responsible for ensuring that original transcripts of all non-UK colleges verifying all pertinent grades and degree completions are present in TEB166 to be sent with the TC-1 form to the Education Professional Standards Board.
  
- \_\_\_ 4. **TC-1 Application for a Kentucky Teaching Certificate**  
Page 1 — Complete Section 1, parts A, B, C, D. Do not complete Section II.  
Page 3 — Complete all sections of the Character and Fitness Review, respond to ALL sections, sign and date.  
Page 5 — Complete Part A **ONLY**. Section IV is for office use only.
  
- \_\_\_ 5. **Candidates with Any Legal Issues (candidates who have answered “yes” to questions on the Character and Fitness Review)**  
Candidates who have legal issues must file full documentation with the office of Academic Services and Teacher Certification, 166TEB, as a condition to be recommended for certification. Forms and instructions are available in TEB166.
  
- \_\_\_ 6. **Recommendation for Initial Kentucky Teaching Certificate Application**  
Complete the recommendation application form attached.  
Use the address where you can be reached after program completion on ALL forms.
  
- \_\_\_ 7. Return entire, complete application packet to TEB166.

**PLEASE HOLD APPLICATION PACKET UNTIL IT IS TOTALLY COMPLETE.  
ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

Questions? Contact Martha Geoghegan, 166 Taylor Education Building, 859-257-7681, [myrt@uky.edu](mailto:myrt@uky.edu)

## 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) Student and advisor signatures and dates

**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. The student should receive a copy of the complete agreed upon and signed form .*
- 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. The student should receive a copy of the complete agreed upon and signed form.*
- 3) Date of Program Faculty review at the time of completion. *At the point of completion review, both the student and the Program Faculty Chair should 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.*

***The student should receive a copy of the complete agreed upon and signed form.***

**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, if all dates, signatures, courses and grades are not included in the finished document, a recommendation on behalf of the candidate cannot be made.**

**VERIFICATION OF EMPLOYMENT FORM**  
For Students Participating in Alternative Certification Programs

Alternative certification programs have a maximum life of three years. During each of the three years, students must be recommended for a one-year temporary certificate. Please complete the following information in order to be recommended for a temporary one-year certificate.

<b>Student name:</b>	<b>Social Security #:</b>	<b>Today's Date:</b>
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School where student will be employed
<b>School District:</b>
<b>School Name:</b>
<b>Address:</b>
<b>City, State, Zip:</b>
<b>Phone:</b>
<b>Principal name:</b>

Year of alternative program:  First year  
 Second year  
 Final year (No KTIP required with previous certification)  
 Final and KTIP year

- **Completion of the KTIP (Kentucky Teacher Internship Program) during the final year is a requirement of the alternative certification program unless the candidate has successfully completed KTIP in an earlier certification program.**
- Praxis II passing scores are required for recommendation of the regular teaching certificate.

<b>Verification of Employment (to be completed by school official)</b>
<input type="checkbox"/> This student will be employed at the above named school fulfilling the position of: _____ during the _____ year.
<input type="checkbox"/> This student will be completing the KTIP program during this year.
<b>School Official Name:</b>
<b>Title:</b>
<b>Email:</b>
<b>Signature:</b>
<b>Date:</b>

**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**

**APPLICATION FOR RECOMMENDATION FOR AN ALTERNATIVE KENTUCKY TEACHING  
CERTIFICATE**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ SID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Current Phone: \_\_\_\_\_ After Graduation Phone: \_\_\_\_\_

E-mail address(es): \_\_\_\_\_

KY Teaching Certificate Desired (subject and grade level): \_\_\_\_\_

Anticipated date of Program Completion: \_\_\_\_\_

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

1. Filed a complete certificate application packet with the office of Academic Services and Teacher Certification, 166 Taylor Ed. Bldg, also completing the checklist for same;
2. Been admitted to and continue in a UK Alternative teacher preparation program, as verified by my program faculty;
3. Supplied the office of Academic Services and Teacher Certification with all required documentation of any misdemeanors or felonies.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Application materials received date:

Information Reviewed:

Recommendation filed to EPSB date: