

**UK College of Education
Academic Services and Teacher Certification
166 Taylor Education Building, Lexington, KY 40506-0001**

Procedures for Candidates Answering Yes to One of the Questions on the Character and Fitness Review (Version for Candidates Applying for Certificate Recommendation)

All candidates seeking a UK recommendation for a teaching credential (certificate) must file a current Character and Fitness Review. The Character and Fitness Review is a Kentucky Education Professional Standards Board document. If a candidate has been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty or entered a plea or nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state, then a review of criminal background must be completed. In addition, candidates who have a legal record of multiple violations, even though they are minor, should report these violations and follow these instructions:

1. Obtain a copy of your personal court record from the Kentucky Court of Justice Administrative Office of the Court (see attached request form). *see page 2 of this document*
2. Secure letters of recommendation verifying good conduct in past several years.
3. Address a letter describing the violation(s) and sketching a brief history since the violation occurred to:

**Education Professional Standards Board
100 Airport Road, 3rd Floor
Frankfort, KY 40601**

- ✓ The letter should be in formal business format, including the candidate's name, full address, phone number and email address, and date.
 - ✓ The letter should summarize and explain each violation or group of violations so that a reviewing board could understand the violation context and how it (they) came to occur. The letter should also help a reviewing board to understand the extent to which the candidate is able to relate this (these) violation(s) to the ethical standards that are required of teachers.
4. Provide all documents to the Director of Academic Services and Teacher Certification (or his designee) for submission to the EPSB as a component of recommending the candidate for his/her teaching certificate.
 - ✓ At the time of preparing the documents packet, candidates should also make use of the Character And Fitness Problem Checklist And Review Form (last page of these instructions).

The candidate should be aware that the Kentucky Education Professional Standards Board (EPSB) has ultimate authority to award teaching certificates and to review issues of violations of the code of ethics. Violation reviews at the university / program faculty level do not supersede further review by the EPSB.

In addition, each school district is required to do a check of court records to be sure that persons seeking employment in the schools are free from criminal backgrounds. School districts will apply their own standards in determining exactly what kinds of legal violations will prevent employment.

DIRECTIONS FOR OBTAINING A CourtNet personal report

PROCEDURE FOR OBTAINING A STATEWIDE CRIMINAL BACKGROUND CHECK (CourtNet Report) AND ASSOCIATED COST

All payments are made payable to the KENTUCKY STATE TREASURER.

\$10.00 PAY-AS-YOU-GO MAIL SERVICE

* Payment to be sent with each request. The method of request will be via mail and response will be via mail or e-mail. The request form will need to be submitted along with a self addressed stamped envelope (SASE) to return to you (if having the record(s) mailed and not e-mailed), and an addressed envelope or label that will be returned to the individual. Requests are processed and mailed or e-mailed back generally within two days after being delivered to the office. You may utilize any overnight mail services for a quicker delivery time.

IN PERSON REQUESTS--Available for all Requesters.

The costs and procedures are the same as above. Requests may also be made in person at the Frankfort Kentucky office Monday through Friday (except state observed holidays) by using the walk-in window from 7:30 am to 5:00 pm or drive- thru window from 7:30 am to 10:30 pm EST.

MUST HAVE A PICTURE ID AND EXACT AMOUNT -- cash, check or money order (no change will be given).

DIRECTIONS -- Take Interstate 64, Exit 58 (Frankfort-Versailles exit). Turn onto US 60 South and travel approximately 1/10th of a mile to a light and turn right onto Millville Road. Travel approximately 1/4 of a mile and turn right into Millcreek Park. Follow signs for Record Checks. (Bldg 11).

IF YOU WISH TO CONTACT PRETRIAL CUSTOMER SERVICE

To obtain more information on any of the services mentioned, please call the office at 800-928-6381 or 502-573-1682. Pretrial customer service is available over the phone 24 hours a day, seven days a week to better serve you. You may also e-mail at PretrialCustomerService@kycourts.net.

Address Information For Pretrial Records Services: Administrative Office Of The Courts, Pretrial Services Records Division, 100 Millcreek Park, Frankfort, Ky 40601...

home page: http://www.kycourts.net/AOC/PretrialServices/AOC_PS_Records.shtm

OBTAINING A PRETRIAL COURTNET REPORT REQUEST FORM DIRECTLY FROM THE WEB... use the following URL.

<http://www.kycourts.net/forms/inprogressforms/pt-49.pdf>

UK College of Education, Academic Services and Teacher Certification, 166 Taylor Education Building, University of Kentucky, Lexington, Kentucky 40506-0001

859-257-7971

UK College of Education... CHARACTER AND FITNESS PROBLEM REVIEW COVERSHEET (CERTIFICATION

Academic Services and Teacher Certification: College of Education, University of Kentucky
166 Taylor Education Building; Lexington, KY 40506-0001; Phone (859) 257-7971

Date _____

Name		UK Student ID #	
Address _____ _____			
Local Phone ()		E-Mail Address	

INCLUDED ITEMS:

____ Copy of the Kentucky Court/Net Defendant/Respondent Pretrial Record Report

____ Formal letter detailing the offenses, conditions leading up to them, and personal reflections on their meaning to the individual as an aspiring teacher.

____ Letter(s) of character reference from a person (or persons) who knows the candidate well, who is aware of the offenses, and who can speak to the candidate's behavior and character.

Academic Services and Teacher Certification Review:

This candidate has completed an educator preparation program at the University of Kentucky. The documents included in this packet were gathered by the candidate and provided to the UK Teacher Certification Officer for review and for submission to the EPSB at the time of certificate recommendation.

_____ Date _____

Gary G. Schroeder, Certification Officer, University of Kentucky Educator Preparation Programs

T:\TEB166\FORMS\CERTIFIC app packet\cert app pack 2004 05\Char and Fit docs for TC1 Applicants 020105.doc
Page 3 of 3