



Initial 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

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

MATERIALS REQUIRED FOR CERTIFICATION APPLICATION AT UK. **CHECK OFF AS MATERIALS ARE ASSEMBLED.**

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

- ___ 1. **Bachelor's degree students:** Fill out degree card and turn in to your college.
or ___ **Non-degree certification-only students:** Check that all program requirements have been met, and that TEB 166 has a copy of your Completed Curriculum Contract (graduate-level students, see other side of this page)
or ___ **MIC (Master's with Initial Certification) students:** Fill out graduate degree card and turn in to the Director of Graduate Studies in your department.

- ___ 2. **Application for Transcript** - Attach a check for \$5.00 (made out to U.K.) for Transcript showing completed program. Transcript will be issued after final grades and degree are posted. Your transcript listing award of degree 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** - Attach any transcripts of non-UK colleges attended verifying all pertinent grades and degree completions. These will be sent with the TC-1 form to the Education Professional Standards Board. If there is a degree on the transcript, the EPSB requires an original. If only hours are present, a legible copy is acceptable.

- ___ 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 Academic Services and Teacher Certification, 166TEB, as a condition to be recommended for certification. Forms and instructions are available in TEB166.

- ___ 6. **PRAXIS and Kentucky state examination scores** (if needed) must be attached.

- ___ 7. **Recommendation for Initial Kentucky Teaching Certificate Application**
Complete the recommendation application form included with this application packet. On each form, use the address where you can be reached **after** program completion.

- ___ 8. **Attach a check for \$30.00 payable to UK for recommendation processing fee.**

- ___ 9. **Return all materials listed on this page to TEB166.**

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.

Questions? Contact Martha Geoghegan, 166 Taylor Education Building, 859-257-7681, 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) 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? Are the terms of attendance and course grades specified?
- ✓ A recommendation on behalf of the candidate cannot be made unless a curriculum contract is complete with all dates, signatures, courses, and grades included in the finished document.

166 Taylor Education Bldg,
University of Kentucky, Lexington, KY 40506-0001 859-257-7971
myrt@uky.edu

**APPLICATION FOR RECOMMENDATION FOR AN INITIAL 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: _____

Anticipated date of Program Completion: _____

I request that the Teacher Certification Officer of the University of Kentucky make an initial 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 complete certificate application packet with the office of Academic Services and Teacher Certification, 166 Taylor Ed. Bldg.
2. Been admitted to, and completed a UK teacher 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 passing Praxis test scores as required by the KY EPSB; and
4. Supplied the office of Academic Services and Teacher Certification with all required documentation of any misdemeanors or felonies
5. Included a check for \$30.00 **payable to UK** (certificate 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 Kentucky Teaching Certificate.

Signature: _____ Date: _____

Office Use Only

Application materials received date:

Application complete:

Check received / Information Reviewed:

Recommendation filed to EPSB date: