

**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 (Admission to Teacher Education Version)**

All candidates for admission to a teacher education program must file a 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 the instructions below.

**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).
2. Secure letters of recommendation verifying good conduct in past several years.
3. Write a letter describing the violation(s) and sketching a brief history since the violation occurred.

**Letters should be addressed to:**

Certification Officer  
Academic Services and Teacher Certification  
166 Taylor Education Building  
Lexington, KY 40506-0001

- ✓ 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. Meet with the Director of Academic Services and Teacher Certification (or his designee) to present documents and review the situation.
    - ✓ 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 complete packet will be made available to the program faculty of the candidate's anticipated program.

In addition, the packet must be sent to Frankfort at the time that a recommendation is made to the EPSB for a candidate to be certified. Depending on time periods, a candidate may have to secure a second personal record from the Administrative Office of the Court.

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 volunteering in the schools or seeking employment are free from criminal backgrounds. School districts will apply their own standards in determining exactly what kinds of legal violations will keep a person from working in their schools.

**Kentucky Court of Justice  
Administrative Office of the Courts  
Record Request Form**

**PRETRIAL SERVICES  
100 MILLCREEK PARK  
FRANKFORT, KENTUCKY 40601  
800-928-6381 or 502-573-1682**

The process to obtain the information contained in the COURT DISPOSITION SYSTEM is as follows:

Individuals: Requesting a record on yourself requires a \$10.00 fee (check or money order). Enclose a self addressed stamped envelope for a return reply.

Others: A request on another person requires a \$10 (check or money order) and must include two envelopes (\$15 for faxed request/fax return and no envelopes necessary). Your return envelope must be addressed with adequate postage, and the other only needs the address of the person being checked. These requests will be considered commercial.

Non-Profit/Heath Care: Requesting a record on yourself requires a \$5.00 fee (check or money order) and your nonprofit number (form #51-A-126). Your return envelope must be addressed with adequate postage, and the other envelope only needs the address of the person being checked.

Government: Governmental units must provide both envelopes mentioned above, a tax exempt number for waiver of fees, contact person, phone number, and mailing address on their request. Multiple inquires can be made on a continuation form.

Fees are paid to the order of the KENTUCKY STATE TREASURER by check or money order ONLY. FAILURE TO COMPLY WITH THESE PROCEDURES WILL RESULT IN THE REQUEST BEING RETURNED UNPROCESSED. If you suspect information contained on the record is incorrect, or have any questions, please contact Pretrial Services at (800) 928-6381.

**PLEASE PRINT OR TYPE THE INDIVIDUALS INFORMATION CLEARLY.**

SOCIAL SECURITY NUMBER:

NAME:

DATE OF BIRTH:

MAIDEN OR ALIAS NAMES:

STREET ADDRESS/ P.O. BOX:

CITY, STATE, ZIP CODE:

INDIVIDUAL REQUEST - I understand that failure to accurately provide the information requested may result in my prosecution under K.R.S. 523.100.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OTHER/NON-PROFIT/GOVERNMENT REQUEST –**

I have provided the basic information necessary to qualify for record processing and exemption of fees if applicable.

Non-Profit Number (Form 51-A-126), or Tax Exempt Number

Requestor

Date

Address

City, State, Zip

**AOC COURTNET DISPOSITION SYSTEM DISCLAIMER**

*The Administrative Office of the Courts (AOC) CANNOT GUARANTEE the accuracy of the attached information.*

*Information received from COURTNET is subject to change, reprogramming, modifications of format and availability at the direction of the AOC, and may not at any particular moment reflect the true status of court cases due to ordinary limitations, delay or error in the system's operation.*

*The AOC disclaims any warranty as to the validity of the information obtained from COURTNET. The recipient is solely responsible for verifying information received from COURTNET through cross-referencing of the official court record. The AOC shall not be liable to the recipient, or to any third party using the system or information obtained thereby, for any damages whatsoever arising out of this policy or the use of COURTNET.*

# UK College of Education... CHARACTER AND FITNESS PROBLEM CHECKLIST AND REVIEW FORM (TEP)

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 # \_\_\_\_\_

## Current Mailing

Address \_\_\_\_\_  
\_\_\_\_\_

Local Phone (       )

E-Mail Address

## REQUIRED 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.

\_\_\_\_ At least one character reference from a person who knows the candidate well, who is aware of the offenses, and who can speak to the candidate's behavior and character. If there was any probation, required educational program, or community service, a letter should also be secured from the manager of that activity, verifying attendance and participation.

Academic Services and Teacher Certification Review: \_\_\_\_\_ Date

Program Faculty Review \_\_\_\_\_ Date

Program Completion Review at Certificate Application \_\_\_\_\_ Date

## Acknowledgement

I understand that the documents detailed on this form are required of any candidate for teacher education or certification with a record of legal or ethics violations, and that they will be reviewed by appropriate College of Education staff, members of the program faculty of my intended certification program, and by the Education Professional Standards Board.

I understand that these documents may need to be updated at the time of applying for educator licensure (certification) to demonstrate currency.

I give permission to the staff of the office of Academic Services and Teacher Certification to review the records and make copies for the use of my program faculty and the EPSB.

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