

Commonwealth of Kentucky  
EDUCATION PROFESSIONAL STANDARDS BOARD  
Division of Certification, 100 Airport Road, 3<sup>rd</sup> Floor  
Frankfort, Kentucky 40601  
Telephone (502) 564-4606 (888) 598-7667 www.epsb.ky.gov

**APPLICATION FOR ADDING KENTUCKY CERTIFICATION,  
ENDORSEMENT, OR EXTENSION (HIGHLY QUALIFIED PROVISION)**

Read instructions before completing application. Incomplete application will delay processing.

**SECTION I. RECORD OF PERSONAL INFORMATION AND PREPARATION TO BE COMPLETED BY APPLICANT  
(type or print)**

**A. PERSONAL INFORMATION**

_____	_____	_____
Social Security Number	E-Mail Address	Telephone Number
_____	_____	_____
Last Name	First Name	Middle or Maiden Name
_____	_____	_____
Mailing Address	City	State
_____	_____	_____
		Zip Code
_____		
Date of Birth (Month/Day/Year)	Sex: Male or Female (Please circle one)	

**ETHNIC IDENTIFICATION – OPTIONAL (check one)**

\_\_\_\_ White, Non-Hispanic \_\_\_\_ Black, Non-Hispanic \_\_\_\_ Asian or Pacific Islander \_\_\_\_ American Indian \_\_\_\_ Hispanic \_\_\_\_ Other

Make cashier's check or money order payable to:  
**KENTUCKY STATE TREASURER**  
**A \$50 FEE MUST ACCOMPANY THE APPLICATION – NO PERSONAL CHECKS ACCEPTED**  
Applications received without the appropriate fees **will be returned.**  
**A \$10.00 PROCESSING FEE WILL BE RETAINED FOR CERTIFICATES THAT CANNOT BE ISSUED.**

**B. TYPE(S) OF CERTIFICATION EXTENSION AND/OR ENDORSEMENT REQUESTED**

\_\_\_\_\_

**C. DO YOU CURRENTLY HOLD A VALID KENTUCKY TEACHING CERTIFICATE? YES \_\_\_\_ NO \_\_\_\_ IF "YES," LIST ALL AREAS IN WHICH YOU ARE CERTIFIED AND CONTINUE TO SECTION II \_\_\_\_\_**

\_\_\_\_\_

**(If "NO," stop here. You do not qualify for certification under this provision.)**

**SECTION II. COLLEGE COURSEWORK**

**A. DO YOU HAVE A DECLARED MAJOR IN THE CONTENT AREA FOR WHICH YOU ARE SEEKING CERTIFICATION?**

YES \_\_\_\_\_ NO \_\_\_\_\_

*If yes, stop here. Provide documentation of assessments as needed.  
If no, the applicant must qualify by obtaining a minimum of 90 points on the EPSB'S KY TC-HQ Index.*

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

### KY TC-HQ Index

Attach form TC-HQCA, to be completed by EPSB-contracted college or university official if applicant is using content coursework to qualify.

AREA I: \_\_\_\_\_ Number of course hours approved on TC-HQCA

AREA II: \_\_\_\_\_ Number of course hours approved on TC-HOCA

### SECTION III. RECORD OF TEACHING EXPERIENCE, PROFESSIONAL DEVELOPMENT, ACHIEVEMENTS/ AWARDS, AND ASSESSMENTS TO BE COMPLETED BY APPLICANT AND VERIFIED BY SCHOOL SUPERINTENDENT.

#### A. VERIFICATION OF TEACHING EXPERIENCE

TEACHING EXPERIENCE: Award 3 points per year for successful experience in an accredited public/private school in area of certification being sought (maximum 45 points per area) NOTE: APPROPRIATE DOCUMENTATION MUST BE MAINTAINED ON FILE IN THE LOCAL SCHOOL DISTRICT.

AREA I: \_\_\_\_\_  
Total Points for Teaching Experience

AREA II: \_\_\_\_\_  
Total Points for Teaching Experience

#### B. VERIFICATION OF PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT ACTIVITY: Award 5 points per documented professional development activity during the past 10 years in the area of certification being sought (maximum 45 points per area) NOTE: APPROPRIATE DOCUMENTATION MUST BE MAINTAINED ON FILE IN THE LOCAL SCHOOL DISTRICT.

AREA I: \_\_\_\_\_  
Total Points for Professional Development

AREA II: \_\_\_\_\_  
Total Points for Professional Development

#### C. VERIFICATION OF ACHIEVEMENTS/AWARDS

ACHIEVEMENTS/AWARDS: Award 5 points for each achievement or award in the area or certification sought. (Maximum 35 points per area) NOTE: APPROPRIATE DOCUMENTATION MUST BE MAINTAINED ON FILE IN THE LOCAL SCHOOL DISTRICT.

AREA I: \_\_\_\_\_  
Total Points for Achievements/Awards

AREA II: \_\_\_\_\_  
Total Points for Achievements/Awards

#### D. VERIFICATION OF ASSESSMENTS

ASSESSMENTS: Award 45 points for the successful passage of the content assessment(s) in the area or certification sought. (Maximum 45 points per area) NOTE: SCORES MUST BE ON FILE WITH EPSB.

AREA I: Name and number of assessment(s) \_\_\_\_\_  
Total Points for Assessment

AREA II: Name and number of assessment(s) \_\_\_\_\_  
Total Points for Assessment

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

**Summary total of points for teaching experience, professional development, achievements/awards, and assessments:**

**AREA I:** \_\_\_\_\_

**Summary Total Points**

**AREA II:** \_\_\_\_\_

**Summary Total Points**

I verify that the applicant currently is employed or has an offer of employment in his/her current certification area or in the certification area being sought or may be needed by the school district in the future for the area of certification being sought and that the points reported for teaching experience, professional development, achievements/awards, and assessments are accurate to the best of my knowledge.

Signed \_\_\_\_\_  
Local School Superintendent School District Date

SAMPLE

## SECTION IV. CHARACTER AND FITNESS

*This form must be completed and submitted with each certification application to the Division of Certification, 100 Airport Road, 3<sup>rd</sup> Floor, Frankfort, KY 40601, (502) 564-4606; (888) 598-7667; www.epsb.ky.gov*

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone Number: \_\_\_\_\_  
(Area Code)

Answer each question by circling "yes" or "no." If you answer "yes" to any question, you must submit a full explanation using a separate sheet of paper.

If you have ever held, or currently hold a professional certificate, license, credential or other document issued to you by any jurisdiction (other than Kentucky) within the United States or abroad, enclose a copy of the certificate(s) or provide the following:

State or Jurisdiction \_\_\_\_\_ Certificate Number \_\_\_\_\_

Type \_\_\_\_\_ Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

- |   |     |    |
|---|-----|----|
| 1. Have you ever had a professional certificate, license, credential, or any document issued to you for practice denied, suspended, revoked, or voluntarily surrendered?  | Yes | No |
| 2. Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending?  | Yes | No |
| 3. Have you ever been dismissed, resigned, released, or asked to resign/retire or discharged from a professional position or military service for immorality, incompetence, willful neglect of duty, misconduct, or presenting false information toward obtaining the position? | Yes | No |
| 4. Is any such action as stated in #3 pending?  | Yes | No |
| 5. Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state?                                    | Yes | No |
| 6. If you indicated "yes" to any items, #1 through #5, has that action been reviewed by the Education Professional Standards Board? _____   | Yes | No |
- (Date of Review)

I affirm and declare that all information given by me on this application is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the CODE OF ETHICS (**enclosed**) applicable to school personnel, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECTION V.****PROFESSIONAL CODE OF ETHICS  
FOR  
KENTUCKY SCHOOL PERSONNEL  
16 KAR 1:020**

## Section 1. Certified personnel in the Commonwealth:

- (1) Shall strive toward excellence, recognize the importance of the pursuit of truth, nurture democratic citizenship, and safeguard the freedom to learn and to teach;
- (2) Shall believe in the worth and dignity of each human being and in educational opportunities for all;
- (3) Shall strive to uphold the responsibilities of the education profession:

## (A) To Students

- Shall provide students with professional education services in a non-discriminatory manner and in consonance with accepted best practice known to the educator.
- Shall respect the constitutional rights of all students.
- Shall take reasonable measures to protect the health, safety, and emotional well-being of students.
- Shall not use professional relationships or authority with students for personal advantage.
- Shall keep in confidence information about students which has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
- Shall not knowingly make false or malicious statements about student or colleagues.
- Shall refrain from subjecting students to embarrassment or disparagement.
- Shall not engage in any sexually related behavior with a student with or without consent, but shall maintain a professional approach with students. Sexually related behavior shall include behaviors as sexual jokes; sexual remarks; sexual kidding or teasing; sexual innuendo; pressure for dates or sexual favors; inappropriate physical touching, kissing, or grabbing; rape; threats of physical harm; and sexual assault.

## (B) To Parents

- Shall make reasonable effort to communicate to parents information which should be revealed in the interest of the student.
- Shall endeavor to understand community cultures and diverse home environments of students.
- Shall not knowingly distort or misrepresent facts concerning educational issues.
- Shall distinguish between personal views and the views of the employing educational agency.
- Shall not interfere in the exercise of political and citizenship rights and responsibilities of others.
- Shall not use institutional privileges for private gain, for the promotion of political candidates, or for partisan political activities.
- Shall not accept gratuities, gifts or favors that might impair or appear to impair professional judgement, and shall not offer any of these to obtain special advantage.

## (C) To the Education Profession

- Shall exemplify behaviors which maintain the dignity and integrity of the profession.
- Shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities.
- Shall keep in confidence information acquired about colleagues in the course of employment, unless disclosure serves professional purposes or is required by law.
- Shall not use coercive means or give special treatment in order to influence professional decisions.
- Shall apply for, accept, offer, or assign a position or responsibility only on the basis of professional preparation and legal qualifications.
- Shall not knowingly falsify or misrepresent records of facts relating to the educator's own qualification or those of other professionals.

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

**FOR EPSB OFFICE USE ONLY**

AREA I: \_\_\_\_\_

- Successful completion of PRAXIS SPECIALTY TEST (if applicable)   
CODE: \_\_\_\_\_ SCORE: \_\_\_\_\_ DATE OF EXAM: \_\_\_\_\_
- Verification of Declared Major
- Minimum of 90 points on HOUSSE 
  - Core Content Classes \_\_\_\_\_ Points (maximum of 87 points)  
(\_\_\_\_ hours x 3 points = \_\_\_\_\_)
  - Teaching Experience \_\_\_\_\_ Points (maximum of 45 points)
  - Professional Development \_\_\_\_\_ Points (maximum of 45 points)
  - Achievements/Awards \_\_\_\_\_ Points (maximum of 35 points)
  - Assessments \_\_\_\_\_ Points (maximum of 45 points)

GRAND TOTAL POINTS: \_\_\_\_\_

AREA II: \_\_\_\_\_

- Successful completion of PRAXIS SPECIALTY TEST (if applicable)   
CODE: \_\_\_\_\_ SCORE: \_\_\_\_\_ DATE OF EXAM: \_\_\_\_\_
- Verification of Declared Major
- Minimum of 90 points on HOUSSE 
  - Core Content Classes \_\_\_\_\_ Points (maximum of 87 points)  
(\_\_\_\_ hours x 3 points = \_\_\_\_\_)
  - Teaching Experience \_\_\_\_\_ Points (maximum of 45 points)
  - Professional Development \_\_\_\_\_ Points (maximum of 45 points)
  - Achievements/Awards \_\_\_\_\_ Points (maximum of 35 points)
  - Assessments \_\_\_\_\_ Points (maximum of 45 points)

GRAND TOTAL POINTS: \_\_\_\_\_