Kentucky Educator Credentialing System

For technical support, contact https://kecs.education.ky.gov/Help/Support
For policy related questions, contact KDElicensure@education.ky.gov

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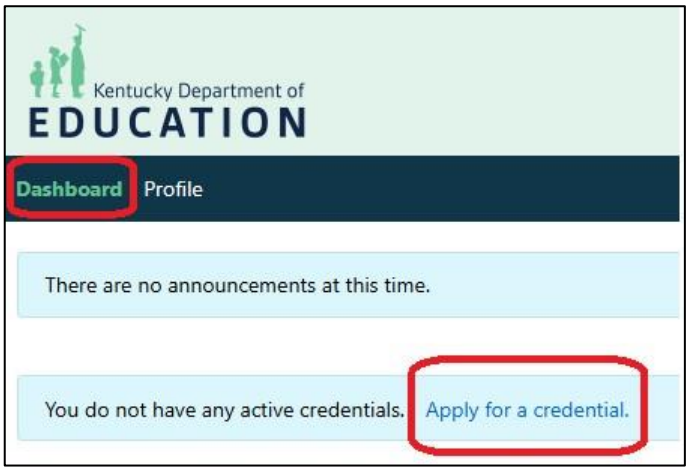
Summary

The purpose of this document is to walk through the process of applying for an educator credential. It shows an overview of all the necessary sections that will need to be completed. This covers how to submit documents, making your payment and monitoring the status of your application.

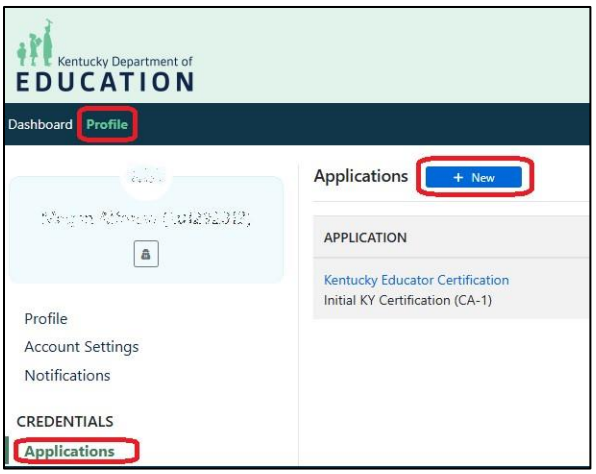
Apply for a credential

Go to: https://kecs.education.ky.gov/ and sign in to your account.

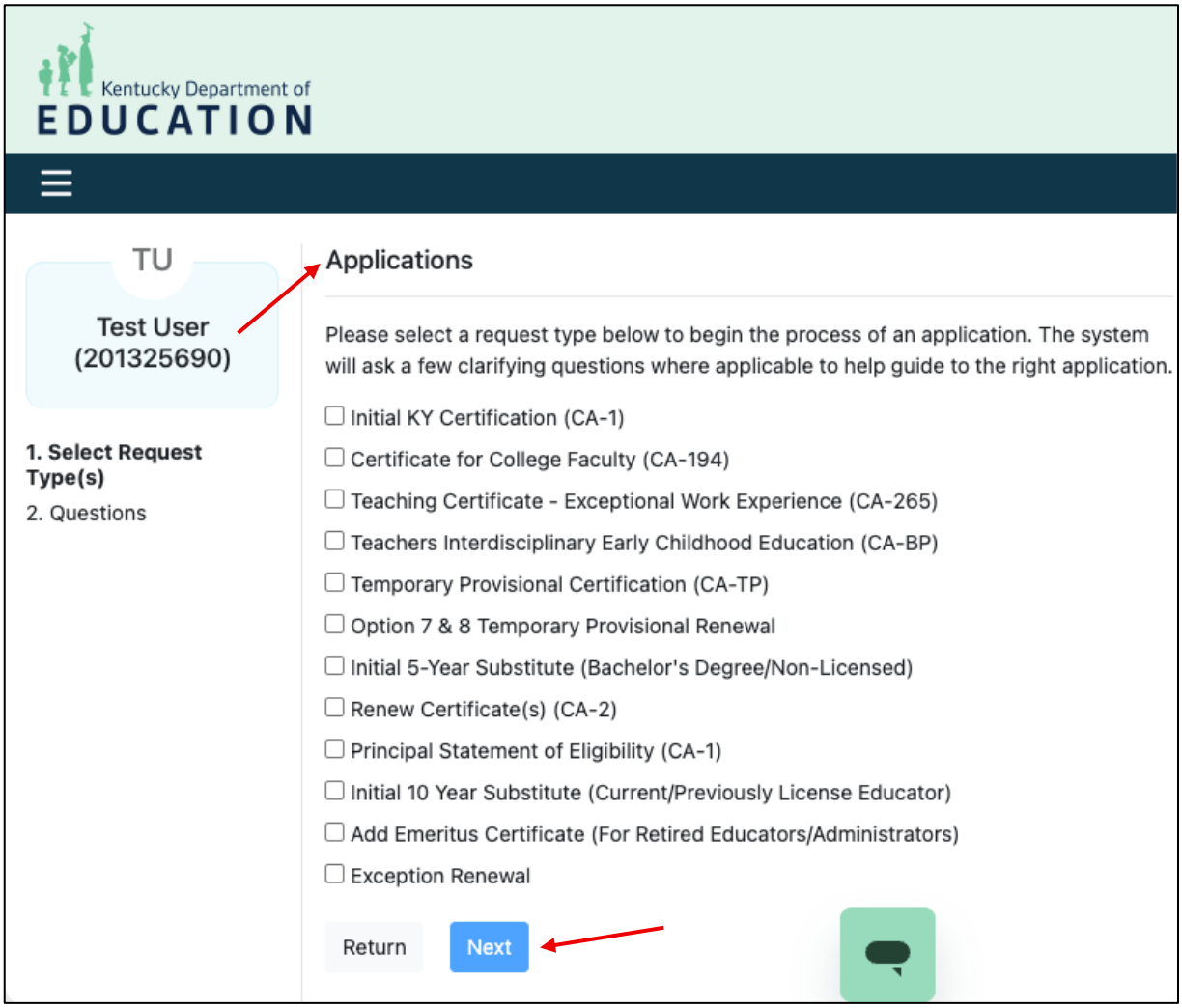
To apply for a credential, click ***Apply for a credential*** found on your Dashboard or go to your Profile and click on Applications in the left menu and then select the +NEW button.
**NOTE: A valid address and phone number must be added to your profile before an application can be started.*



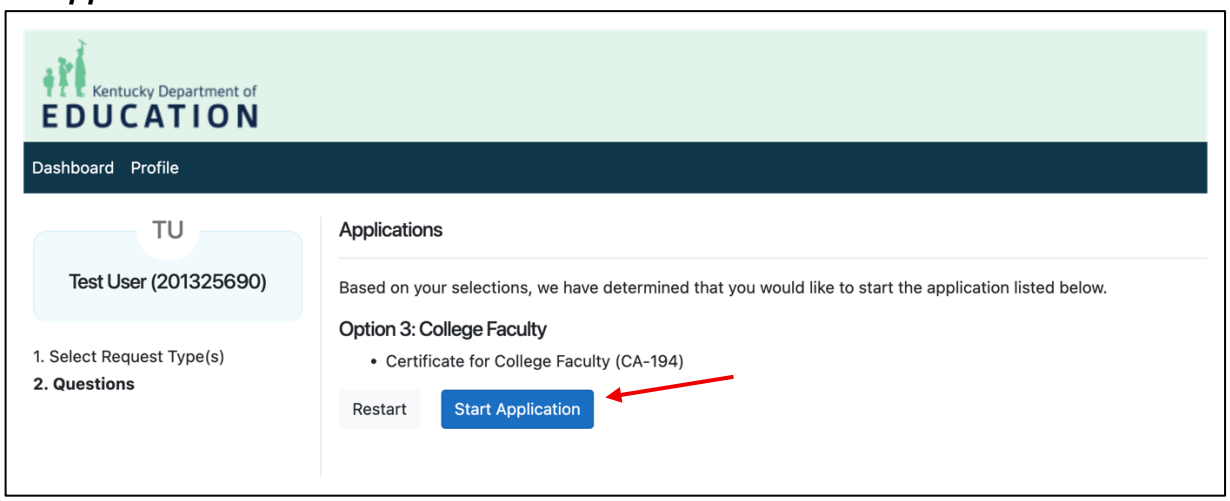
OR



Any credentials that you are eligible to apply for will be listed. Select the request type to begin the application. You can select more than 1 request type at a time. Once the proper selections have been made, click ***Next***.

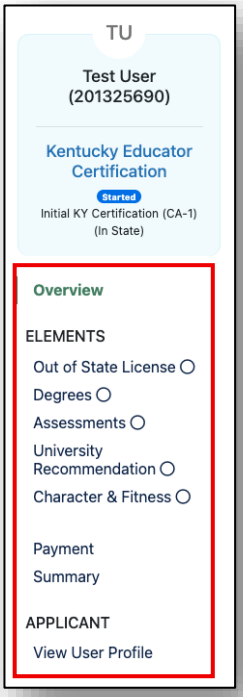


The system will ask you a couple of clarifying questions to determine the appropriate application for you. Click ***Start Application***.

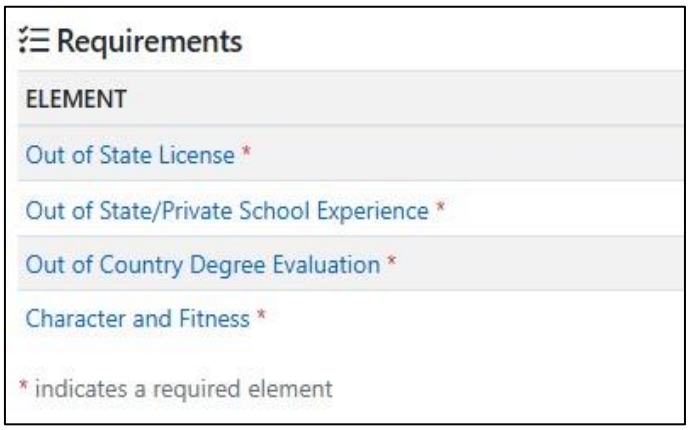


Elements of the application

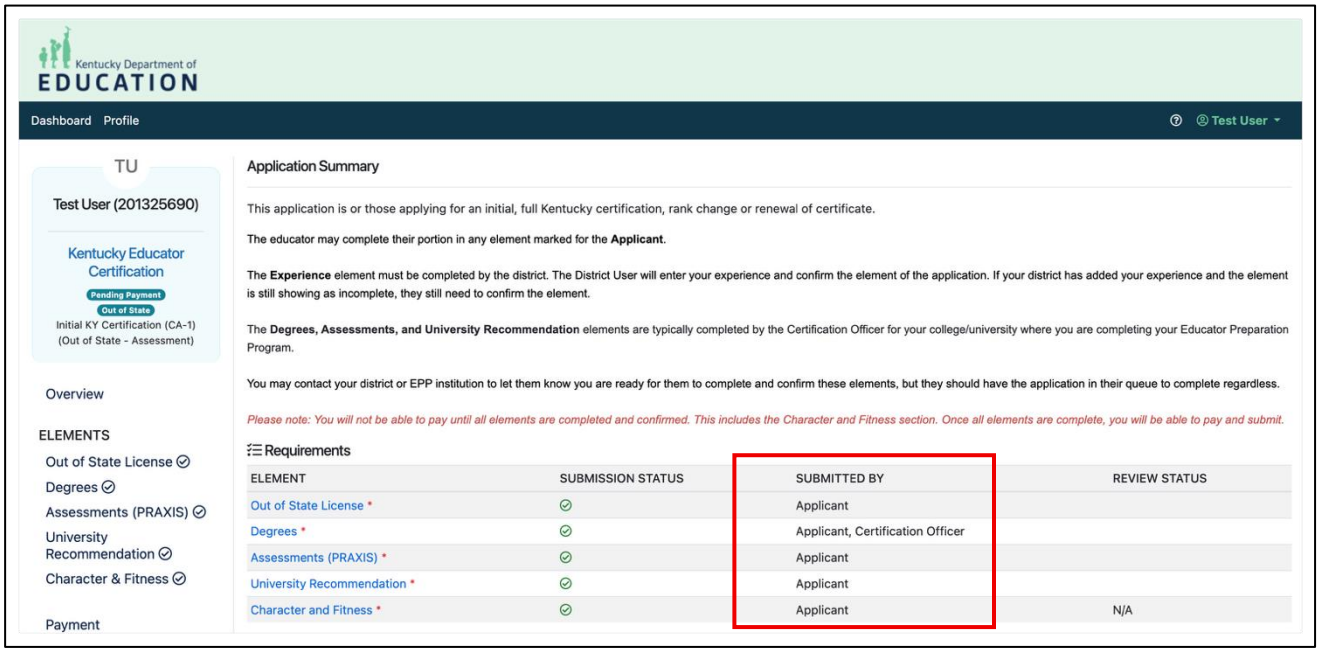
In the left navigation, you will see a list of all Elements of the Application that will need to be submitted.



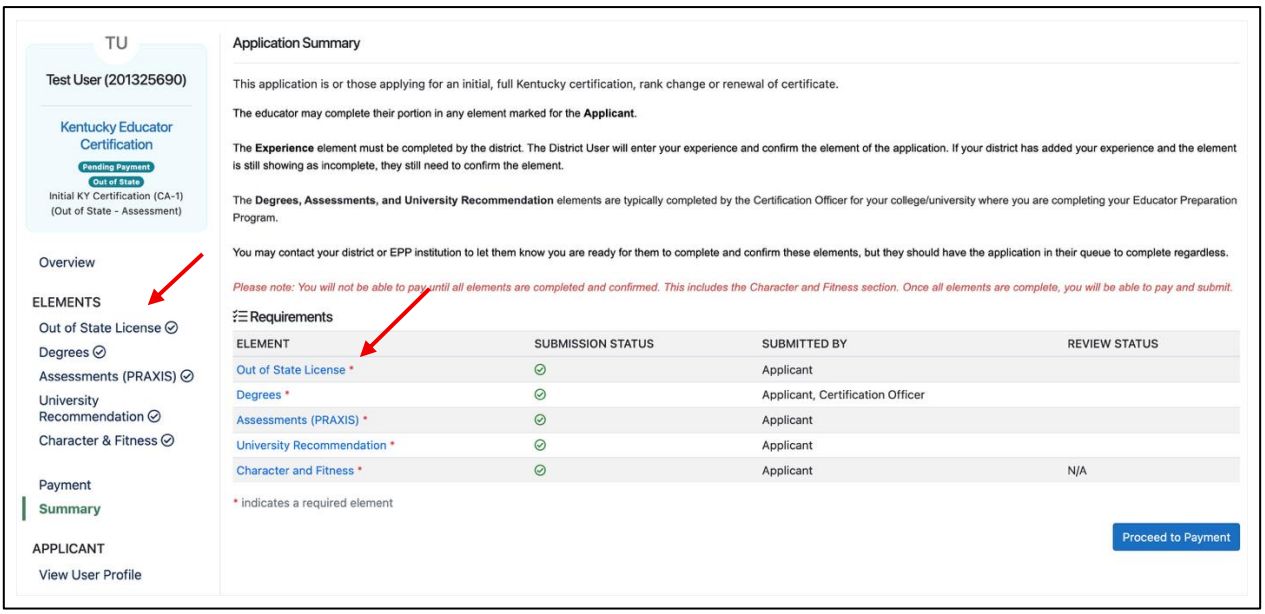
The list is also visible under Requirements. If a red asterisk is visible, that element is required to move through the process.



Under ***Submitted By***, the person able to complete that portion of the application will be listed.



Click on the name of each element from the left navigation or under ***Requirements***.



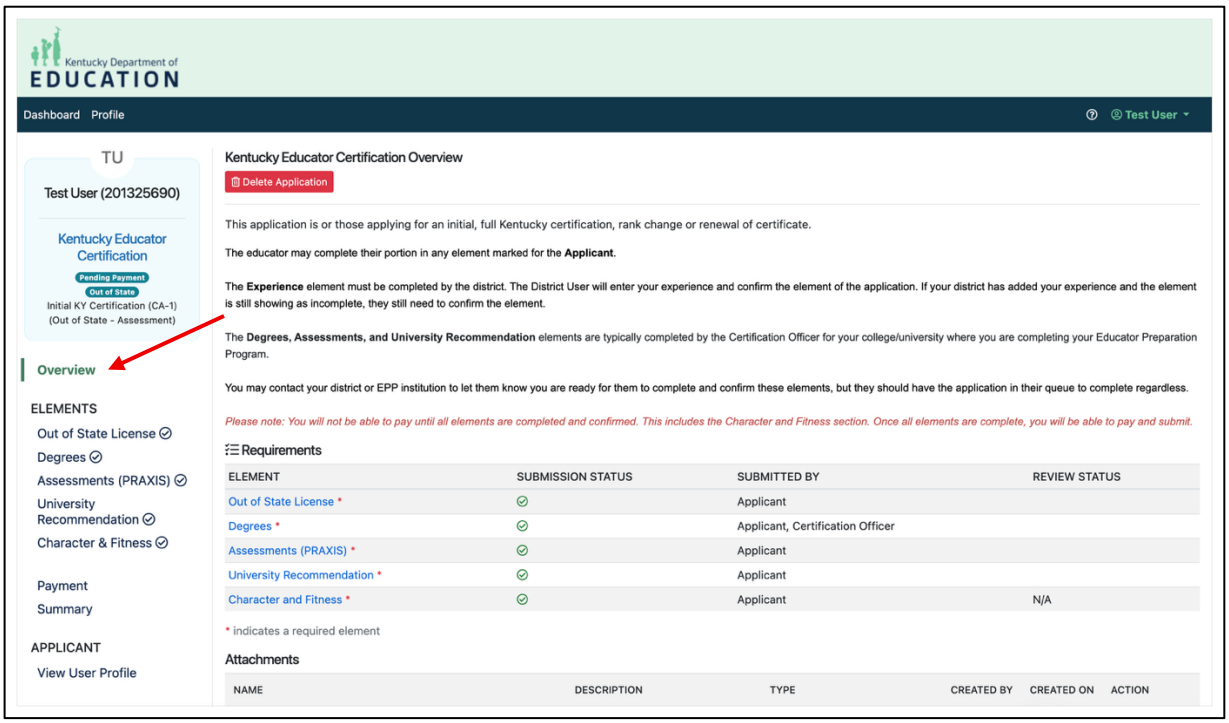
Each Element will have a set of requirements found on that specific page. Use the ***+Add*** button to upload documents into the application.

Make sure to answer any confirmation questions and click ***Save & Continue.***

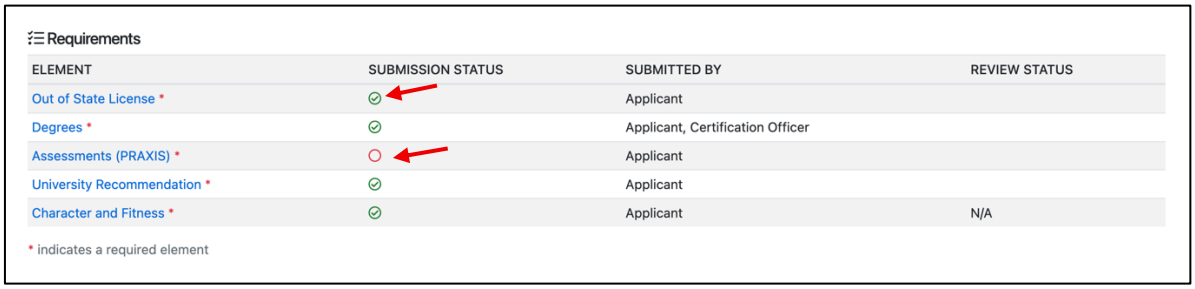
The website will walk you through the entire application process.

Overview of Application

Click on Overview at any time to see the status of your application.



The Submission Status of each element will be shown in the Overview. A green check means the element is complete. A red circle is shown if all requirements have not been met for that element.



Requirements

ELEMENT	SUBMISSION STATUS	SUBMITTED BY	REVIEW STATUS
Out of State License *	✓	Applicant	
Degrees *	✓	Applicant, Certification Officer	
Assessments (PRAXIS) *	○	Applicant	
University Recommendation *	✓	Applicant	
Character and Fitness *	✓	Applicant	N/A

* indicates a required element

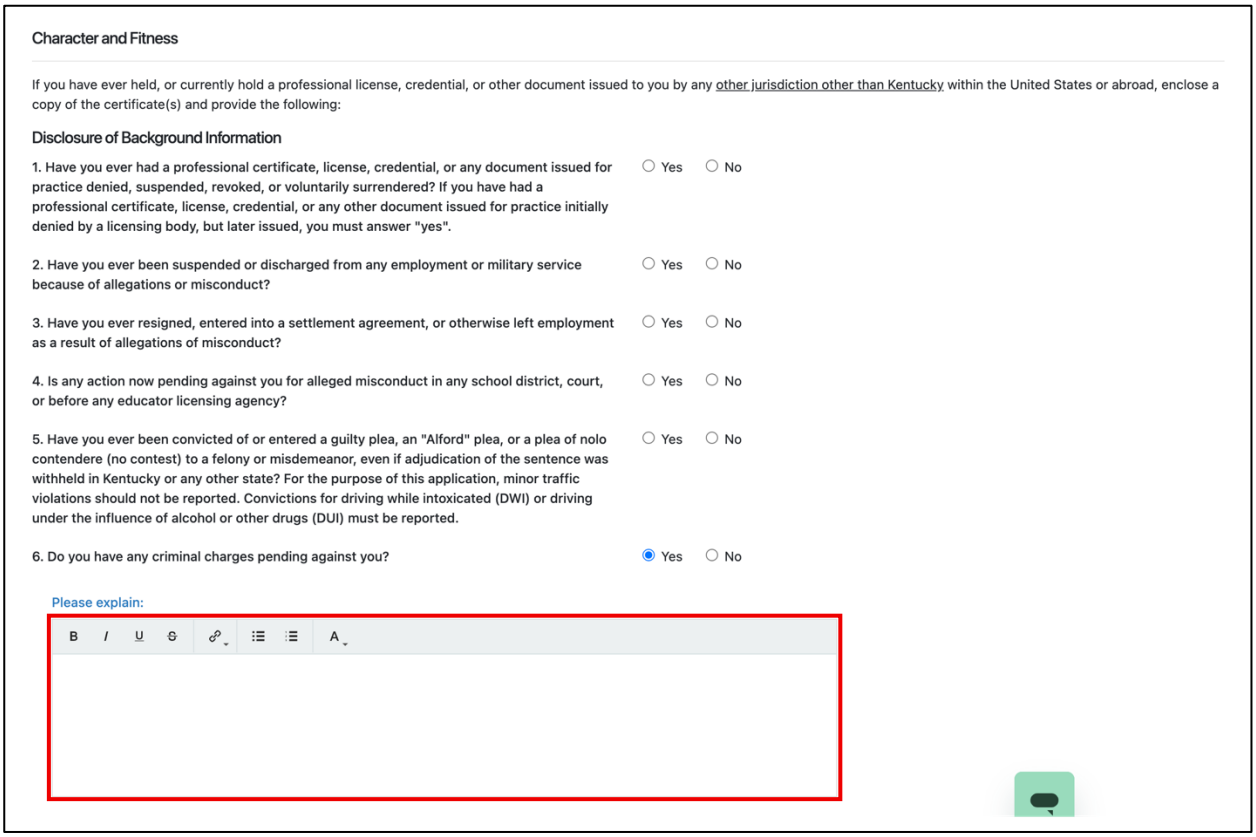
When adding an attachment anywhere within the application, choose the proper file, enter a description, and select the type. If you wish to add additional attachments, then click the blue ***+Add*** button. After adding your attachments, click **Save**, **Save & Continue**, or **Save Attachments**, depending on which button is available.

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	ACTION
No attachments.					
Choose file Browse	Enter Description	Unknown			+ Add

Save Attachments

If you select yes to any questions within the Character & Fitness Element, you will be asked to provide a statement in the text box.



Character and Fitness

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

Disclosure of Background Information

1. Have you ever had a professional certificate, license, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credential, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer "yes". ○ Yes ○ No

2. Have you ever been suspended or discharged from any employment or military service because of allegations or misconduct? ○ Yes ○ No

3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct? ○ Yes ○ No

4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency? ○ Yes ○ No

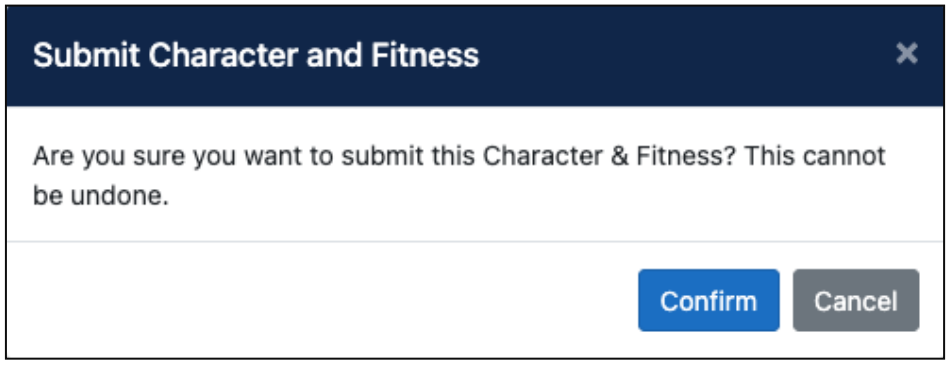
5. Have you ever been convicted of or entered a guilty plea, an "Alford" plea, or a plea of nolo contendere (no contest) to a felony or misdemeanor, even if adjudication of the sentence was withheld in Kentucky or any other state? For the purpose of this application, minor traffic violations should not be reported. Convictions for driving while intoxicated (DWI) or driving under the influence of alcohol or other drugs (DUI) must be reported. ○ Yes ○ No

6. Do you have any criminal charges pending against you? ● Yes ○ No

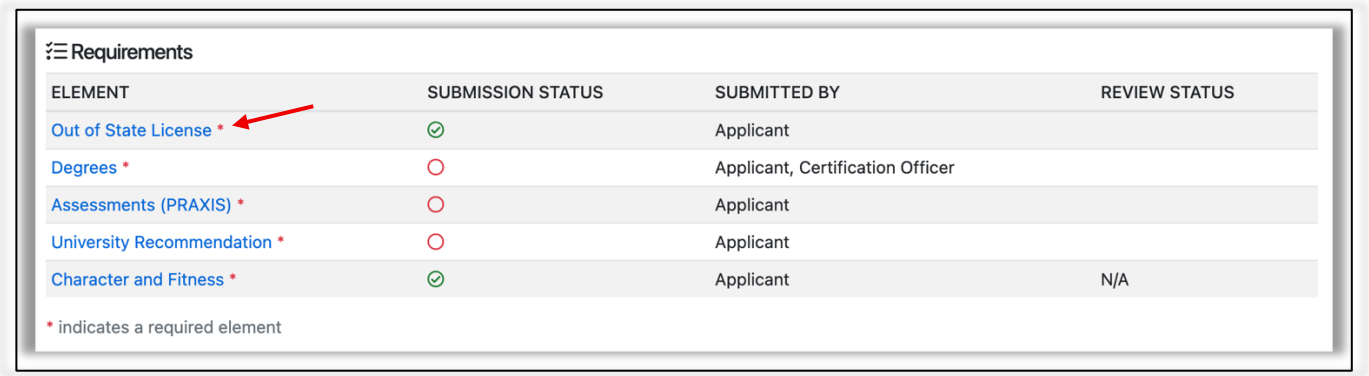
Please explain:

B I U S A

Once you submit the Character and Fitness, it cannot be undone. Please note that deficient applications will require re-entry of Character and Fitness selections.

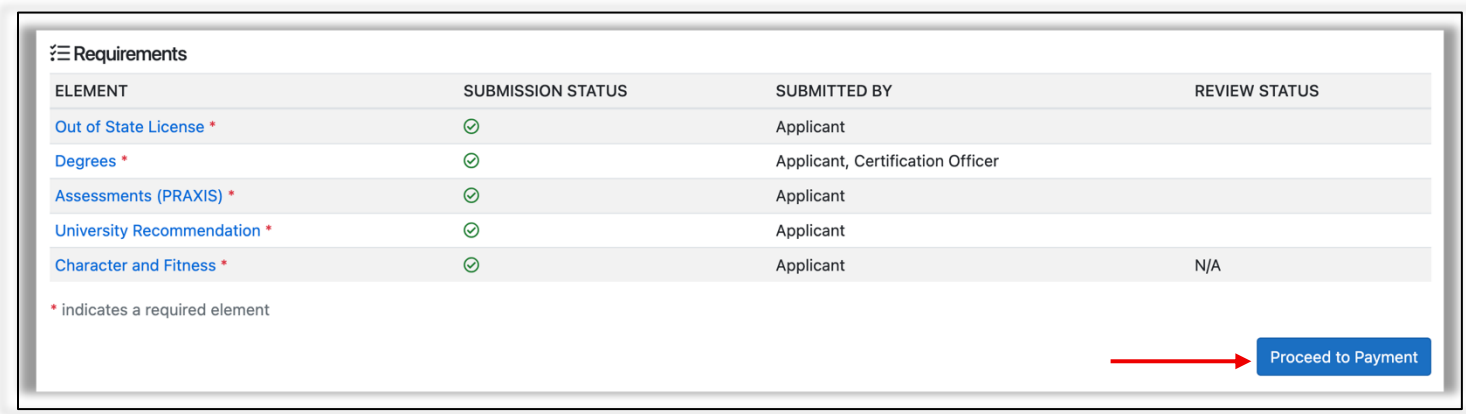


From the Application Summary page, each element can be reviewed by clicking on its name.



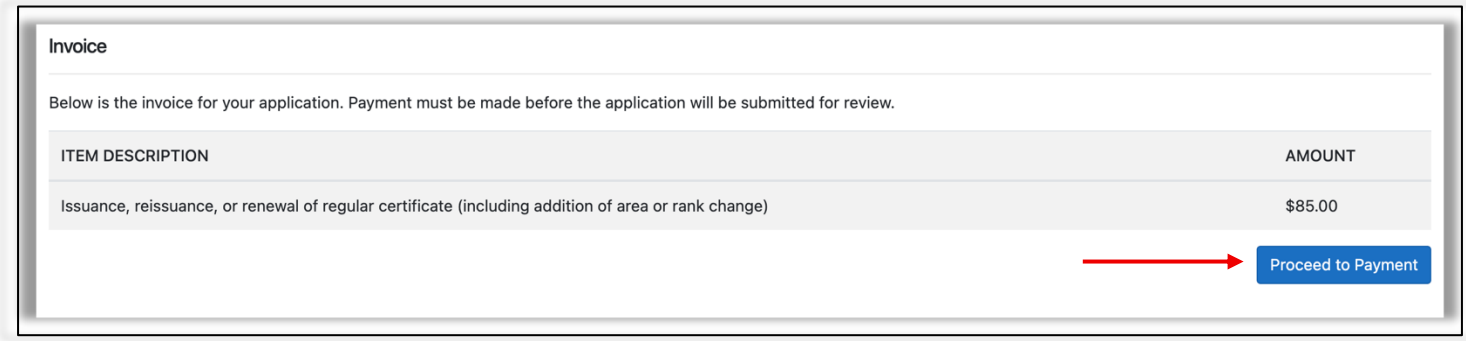
Payment

Click **Proceed to Payment.**

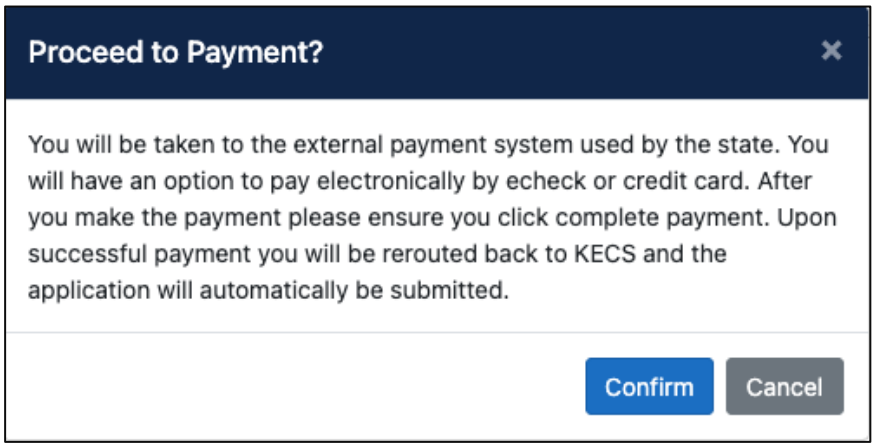


NOTE: ***Proceed to Payment*** will not be available if the application is not filled out in its entirety.

Review the Invoice and click ***Proceed to Payment.***



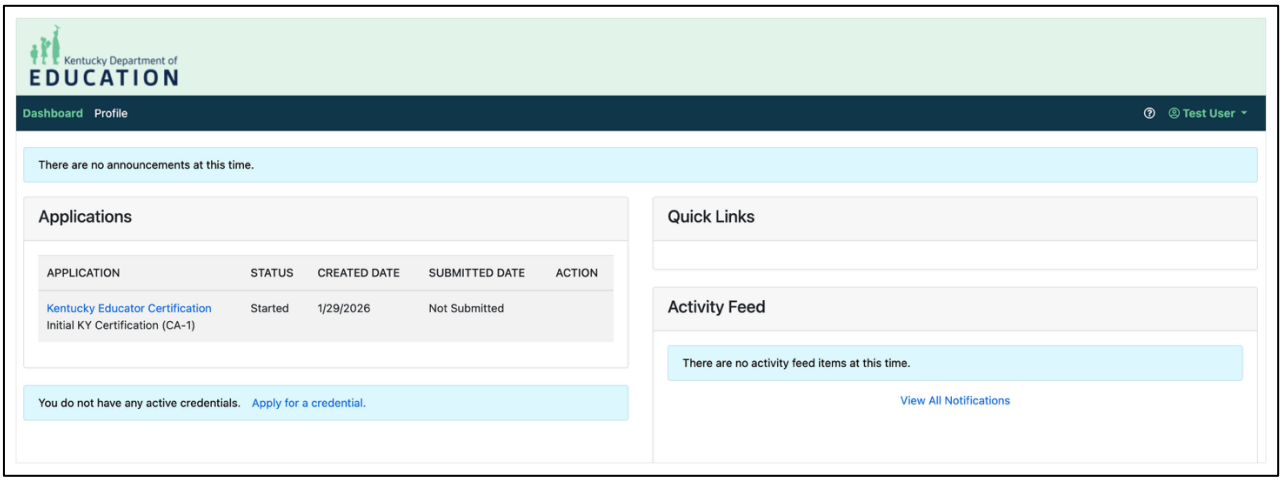
Once you begin the payment process ensure that it is completed. Abandoned payments can cause issues with refunds and credits.

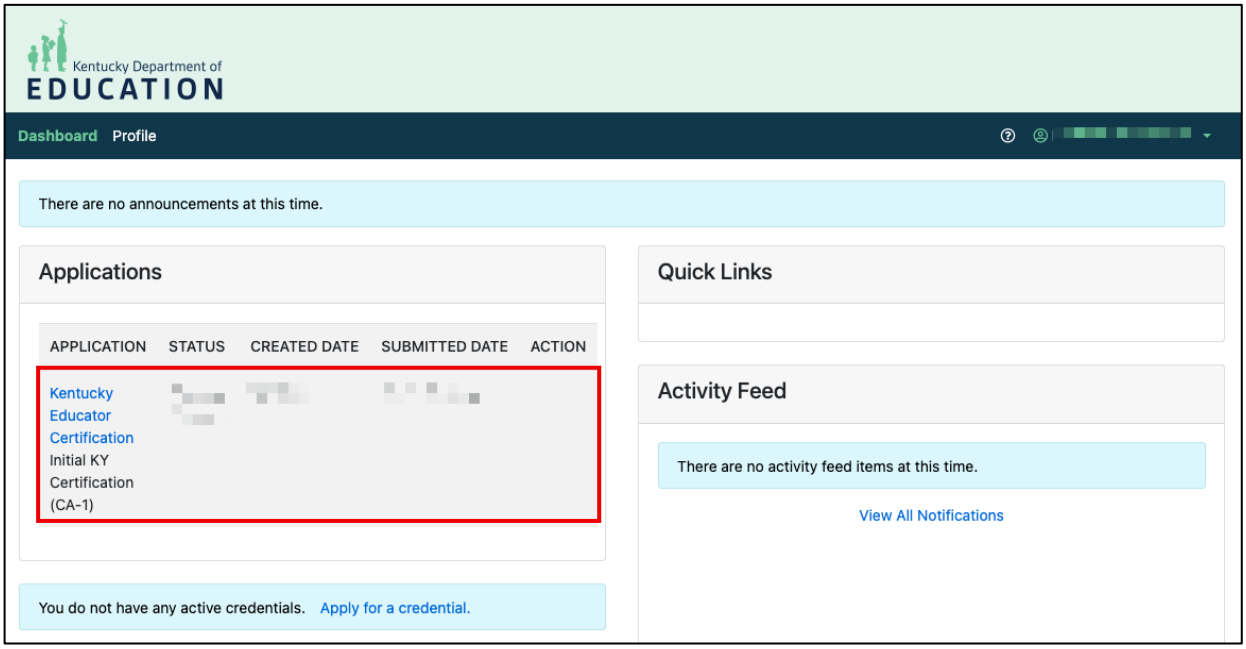


Once payment has been made, the application will automatically be submitted.

Dashboard

If at any time in the process the application is left, it can be accessed from the Dashboard.



NOTE: Applications will not be submitted until payment is received. If payment is not received within 90 days, the application will expire. A new application will have to be completed after expiration.

Once submitted, you will see the Status as Submitted on your Dashboard. It will update to Pending Review once it has been assigned to a Certification Specialist for review.