

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

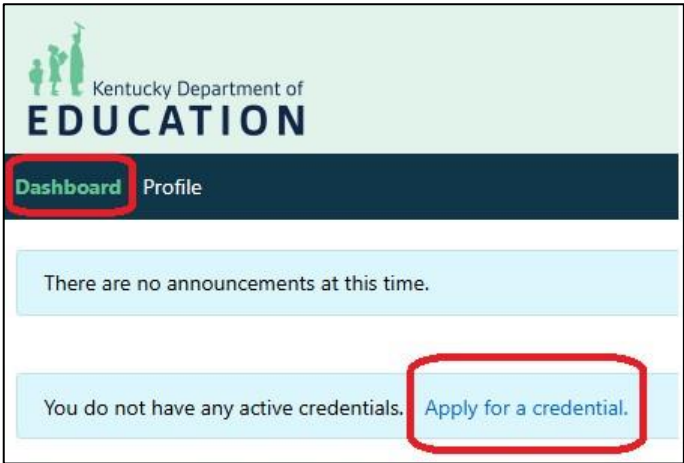
The purpose of this document is to walk through the process of applying for an educator credential. It shows an overview of all the necessary sections that will need to be completed. This covers how to submit documents, making your payment and monitoring the status of your application.

Apply for a credential

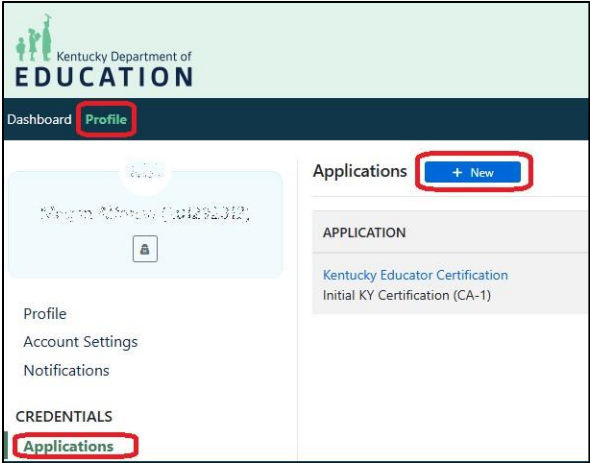
Go to: <https://kecs.education.ky.gov/> and sign in to your account.

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**.

Kentucky Department of
EDUCATION

Menu icon

TU
Test User
(201325690)

1. Select Request Type(s)
2. Questions

Applications

Please select a request type below to begin the process of an application. The system will ask a few clarifying questions where applicable to help guide to the right application.

- ☐ Initial KY Certification (CA-1)
- ☐ Certificate for College Faculty (CA-194)
- ☐ Teaching Certificate - Exceptional Work Experience (CA-265)
- ☐ Teachers Interdisciplinary Early Childhood Education (CA-BP)
- ☐ Temporary Provisional Certification (CA-TP)
- ☐ Option 7 & 8 Temporary Provisional Renewal
- ☐ Initial 5-Year Substitute (Bachelor's Degree/Non-Licensed)
- ☐ Renew Certificate(s) (CA-2)
- ☐ Principal Statement of Eligibility (CA-1)
- ☐ Initial 10 Year Substitute (Current/Previously License Educator)
- ☐ Add Emeritus Certificate (For Retired Educators/Administrators)
- ☐ Exception Renewal

Return Next

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

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Dashboard Profile

TU
Test User (201325690)

1. Select Request Type(s)
2. Questions

Applications

Based on your selections, we have determined that you would like to start the application listed below.

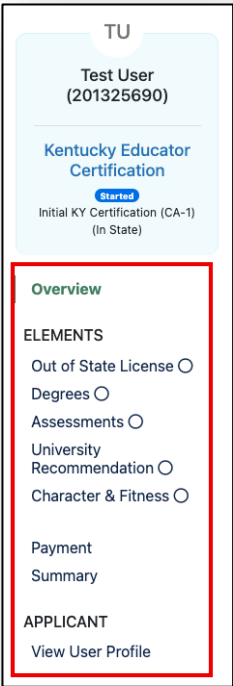
Option 3: College Faculty

- Certificate for College Faculty (CA-194)

Restart 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.

☰ Requirements	
ELEMENT	
Out of State License	*
Out of State/Private School Experience	*
Out of Country Degree Evaluation	*
Character and Fitness	*
* indicates a required element	

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


Kentucky Department of
EDUCATION

Dashboard
Profile

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@ Test User

TU

Test User (201325690)

Kentucky Educator
Certification

Pending Payment

Out of State

Initial KY Certification (CA-1)
(Out of State - Assessment)

Overview

ELEMENTS

Out of State License
Degrees
Assessments (PRAXIS)
University Recommendation
Character & Fitness
Payment

Application Summary

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

The educator may complete their portion in any element marked for the **Applicant**.

The **Experience** element must be completed by the district. The District User will enter your experience and confirm the element of the application. If your district has added your experience and the element is still showing as incomplete, they still need to confirm the element.

The **Degrees, Assessments, and University Recommendation** elements are typically completed by the Certification Officer for your college/university where you are completing your Educator Preparation Program.

You may contact your district or EPP institution to let them know you are ready for them to complete and confirm these elements, but they should have the application in their queue to complete regardless.

Please note: You will not be able to pay until all elements are completed and confirmed. This includes the Character and Fitness section. Once all elements are complete, you will be able to pay and submit.

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

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

TU

Test User (201325690)

Kentucky Educator Certification

Pending Payment

Out of State

Initial KY Certification (CA-1)
(Out of State - Assessment)

Overview

ELEMENTS

Out of State License

Degrees

Assessments (PRAXIS)

University Recommendation

Character & Fitness

Payment

Summary

APPLICANT

View User Profile

Application Summary

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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

Proceed to Payment

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

TYPE	CREATED BY	CREATED ON	ACTION
Out of State License + Add			

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

Element Confirmation

☐ I hereby confirm that I have added all of my out of state licenses.

- OR -

☒ I have never held an out of state license.

← Back to Overview

Save

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.

Kentucky Department of
EDUCATION

Dashboard Profile

Test User

TU

Test User (201325690)

Kentucky Educator Certification

Pending Payment

Out of State

Initial KY Certification (CA-1)
(Out of State - Assessment)

Overview

ELEMENTS

Out of State License

Degrees

Assessments (PRAXIS)

University Recommendation

Character & Fitness

Payment

Summary

APPLICANT

View User Profile

Kentucky Educator Certification Overview

Delete Application

This application is for those applying for an initial, full Kentucky certification, rank change or renewal of certificate.

The educator may complete their portion in any element marked for the **Applicant**.

The **Experience** element must be completed by the district. The District User will enter your experience and confirm the element of the application. If your district has added your experience and the element is still showing as incomplete, they still need to confirm the element.

The **Degrees, Assessments, and University Recommendation** elements are typically completed by the Certification Officer for your college/university where you are completing your Educator Preparation Program.

You may contact your district or EPP institution to let them know you are ready for them to complete and confirm these elements, but they should have the application in their queue to complete regardless.

Please note: You will not be able to pay until all elements are completed and confirmed. This includes the Character and Fitness section. Once all elements are complete, you will be able to pay and submit.

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

Attachments

NAME	DESCRIPTION	TYPE	CREATED BY	CREATED ON	ACTION
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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

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

- 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
- Have you ever been suspended or discharged from any employment or military service because of allegations or misconduct?

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

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

☐ Yes
 ☐ No
- 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
- Do you have any criminal charges pending against you?

☒ Yes
 ☐ No

Please explain:

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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.

Submit Character and Fitness

Are you sure you want to submit this Character & Fitness? This cannot be undone.

ConfirmCancel

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

☰ 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			

Payment

Click **Proceed to Payment**.

☰ 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			
			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***.

Invoice

Below is the invoice for your application. Payment must be made before the application will be submitted for review.

ITEM DESCRIPTION	AMOUNT
Issuance, reissuance, or renewal of regular certificate (including addition of area or rank change)	\$85.00

Proceed to Payment

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

Proceed to Payment?

You will be taken to the external payment system used by the state. You will have an option to pay electronically by echeck or credit card. After you make the payment please ensure you click complete payment. Upon successful payment you will be rerouted back to KECS and the application will automatically be submitted.

Confirm

Cancel

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.

Kentucky Department of
EDUCATION

Dashboard Profile

🔔 🧑 Test User

There are no announcements at this time.

Applications

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE	ACTION
Kentucky Educator Certification Initial KY Certification (CA-1)	Started	1/29/2026	Not Submitted	

You do not have any active credentials. [Apply for a credential.](#)

Quick Links

Activity Feed

There are no activity feed items at this time.

[View All Notifications](#)

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.



Kentucky Department of
EDUCATION

Dashboard Profile

There are no announcements at this time.

Applications

APPLICATION	STATUS	CREATED DATE	SUBMITTED DATE	ACTION
Kentucky Educator Certification Initial KY Certification (CA-1)				

Quick Links

Activity Feed

There are no activity feed items at this time.

[View All Notifications](#)

There are no active credentials. [Apply for a credential.](#)