Commonwealth of Kentucky EDUCATION PROFESSIONAL STANDARDS BOARD Division of Certification, 100 Airport Road, 3rd 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 to be completed BY APPLICANT (type or print)

A. PERSONAL INFORMATION	\$50 FEE	REQUIRED	
SSN: Date of Birth:	Fee must be paid electro form. Payment Options	onically or accompany this	
Last Name: Suffix: First Name: Middle:	·	eashier's Check	
Maiden Name: Gender: □ Male □ Female		c or money order payable to: STATE TREASURER	
Mailing Address: City: State: Zip Code: Telephone Number () □ Home □ Mobile	NO PERSONAL CHECKS OR CASH ACCEPTED A \$10.00 processing fee will be retained for certificates that cannot be issued.		
Primary E-mail address:	Ethnic Identification – O	ptional (check one)	
	□ White, Non-Hispanic □ Hispanic □ American Indian	□ Black, Non-Hispanic□ Asian or Pacific Islander□ Other	
B. Certification Extension or Endorsement being requested:			
☐ High School Content: ☐ Middle School	Content:		
□ World Language: □ Health	☐ Physical Education		
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		
<u> </u>			
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 se	eeking certification?		
□ YES □ NO			

If yes, SKIP TO Section V. Provide documentation of assessments as needed.

If no, the applicant must qualify by obtaining a minimum of 90 points on the EPSB'S KY CA-HQ Index in Section III and IV of this form.

NAME:	SOCIAL SECURITY	NUMBER:	03-14
Certification Requested: (If applicant is requesting more than one certification addit	 ion, submit duplicates of thi	s page.)	
Applicant must have 90 points in Section III and I the content area and any required assessments t provision.			
SECTION III. Coursework analysis			
If applicant is using content coursework to qualificant contracted college or university official for appro			the EPSB-
Number of course credit hours approved via course	vork analysis:	x 3 points per credit	
SECTION IV. KY CA-HQ Index Record of teaching experience, professional devi completed by applicant and verified by school su		ts or awards, and asses	ssments to be
A. Verification of <u>TEACHING EXPERIENCE</u>			
TEACHING EXPERIENCE: Award 3 points school in the area of certification being so DOCUMENTATION MUST BE MAINTAINED earned relative to the specific content area, s	ought (maximum 45 points) ON FILE IN THE LOCA	its) <u>NOTE: APPROPRIAT</u> AL SCHOOL DISTRICT.	<u>re</u> Experience must be
Number of years of teaching experience in content re	equested:	x 3 points per year	
B. Verification of PROFESSIONAL DEVELOPMENT			
PROFESSIONAL DEVELOPMENT ACTIVIT during the past 10 years in the area of certipocumentation must be maintained	fication being sought (maximum 45 points) NO	
Number of professional development events in conte	ent requested:	x 5 points per event	
C. Verification of <u>ACHIEVEMENTS or AWARDS</u>			
ACHIEVEMENTS or AWARDS: Award 5 poseught. (Maximum 35 points) NOTE: APPIN THE LOCAL SCHOOL DISTRICT.			
Number of awards or achievements in content reque	ested:	x 5 points per event	
D. Verification of <u>ASSESSMENTS</u>			
ASSESSMENTS: Award 45 points for the so of certification sought. (Maximum 45 points)			
Name, number, and date of assessment(s)			
Summary total of points for teaching exp	perience, profession	nal development, ac	chievements or
awards, and assessments:			

Certification Application (CA-HQ)

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NAME:	SOCIAL SECUDITY NUMB	BER:
	SOCIAL SECONTT NOMB	DLIN.
SECTION V. Superintendent Verification		
I verify that the applicant currently is employed or has a the certification area being sought or may be needed by sought and that the points reported for teaching experie assessments are accurate to the best of my knowledge	y the school district in the fut ence, professional developm	ture for the area of certification being
Superintendent Signature:	District:	Date:

SIGNATURE: _____ DATE: _____

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 judgment, 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.

NAN	ΛE:		SOCIAL SECURITY NUMBER:				
FOF	R EI	PSB OFFICE USE ONLY					
Cer	ifica	ation area Requested:					
•	Su	ccessful completion of PRAXIS S	ECIALTY TEST (if applicable) CORE: DATE OF EXAM:				
•	Ve	rification of Declared Major					
•	Mi o	nimum of 90 points on HOUSSE Core Content Classes (hours x 3 points =	□ Points (maximum of 87 points))				
	0	Teaching Experience	Points (maximum of 45 points)				
	0	Professional Development	Points (maximum of 45 points)				
	0	Achievements or Awards	Points (maximum of 35 points)				
	0	Assessments	Points (maximum of 45 points)				
	GRAND TOTAL POINTS:						

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COLLEGE OR UNIVERSITY COURSEWORK ANALYSIS FOR ADDING KENTUCKY CERTIFICATION, ENDORSEMENT, OR EXTENSION (HIGHLY QUALIFIED PROVISION)

Read instructions before completing application. Incomplete application will delay processing. Send complete materials and required fee to any participating institution below.

SECTION VIII. College or University evaluating coursework – select one of the participating institutions below

Eastern Kentucky University Office of Teacher Admission & Certification 521 Lancaster Avenue, Combs 423 Richmond, KY 40475	Morehead State University Teacher Certification Office 801 Ginger Hall Morehead, KY 40351	Murray State University Teacher Education Services 2101 Alexander Hall Murray, KY 42071-3340
Northern Kentucky University BEP 230 Nunn Drive Highland Heights, KY 41099	Western Kentucky University Office of Teacher Certification 1906 College Heights Blvd., #61031 Bowling Green, KY 42101-1031	

SECTION IX. Record of Personal Information to be completed BY APPLICANT (type or print)

A. PERSONAL INFORMATION			\$96 F	EE REQUI	RED
SSN: Date of	_	Fee must accompany this portion of the			
Last Name:	Suffix:			tion when submi follege or Univer	
First Name:	Middle:	_	Payment Options	:	
Maiden Name:	Gender: □ Male □ Fe	male	☐ Money Order	☐ Cashier's C	Check
Mailing Address:		-	Make cashier's c		
City: State:	Zip Code:		•	or University sele	
Telephone Number ()	□ Home □ Mobile			NAL CHECKS ACCEPTED	S OR CASH
Primary E-mail address:					
Secondary E-mail address:					
Current Certification Area(s):					
SECTION X. Record of Preparation List all courses to be considered for and up to two (2) content areas via this form		e of docume	entation attached	. You may requ	uest evaluation of
Requested Certification Content Area 1	:	Grade	level:		
			Please check if atta	ached	
Course Number and Title Hours	University Attended	Transcript	Catalog Description	Course Syllabus	Hours Approved (Office Use Only)
			_	TAL	
			(Complet	ted by staff)	

Applicant Notes: (attach additional sheet if necessary)

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NAME:		SOCI	AL SECURIT	Y NUMBER:		
	COLLEGE OR I	UNIVERSITY C	OURSEWOR	K ANALYSIS P	.2	
Requested Certification Ce	ontent Area 2:		Grade I	evel:		
Course Number and Title	Hours Unive	ersity Attended	P	Please check if atta Catalog Description	Course	Hours Approved Office Use Only)
Applicant Notes: (attach addition					TAL ed by staff)	
Applicant Notes. (allash asalis	onar enect ii neeccary,					
SECTION XI. Affirmation						
The information submitted constitute a violation of the submitting materials and p courses.	e Code of Ethics and	d could result in	action agains	st my certificate.	Further, I underst	tand that
Applicant's Signature:			Date:	.		
SECTION XII. TO BE		EPSB-CONTI	RACTED UN	IIVERSITY OF	FICIAL.	
Staff Comments and Ratio						
Certification Area 1:	Hours:	Certificati	on Area 2:		Hours:	<u></u>
I verify that the official transc being sought. The College o does not verify or endorse a	r University, operating	as an agent for E	EPSB has cond	lucted a transcript		
College or University:		Sign	nature & Tit	:le		
Telephone Number: ()					
CC: EPSB Originals Candidate-Copy of File Copy of pages	. •	-HQ		University Co.		
				University Seal		