

KY Education Professional Standards Board

**On-line Emergency
Substitute Application
Implementation Guide for
Kentucky School Districts**

**Accessed via the Kentucky Educator Certification Inquiry (KECI)
application**

at www.epsb.ky.gov

August 2014

Section I--On-line Emergency Substitute Application Implementation

- Beginning in the 2012-13 school year, all Emergency Certified Substitute (ECS) applications will be handled via the EPSB's on-line certification system
- This certification must be re-issued for each school year for each ECS hired
- Districts must maintain the employment application, transcript, and EPSB-issued certificate for each ECS
- Districts do NOT have to require that Emergency Substitute applicants resubmit new district employment applications and/or new transcripts each year
- These submissions are left to local board policies concerning these documents

Districts should NOT use this application method for any substitutes who:

- Hold a regular active teaching certification
- Hold a 5-year substitute certificate issued by EPSB

Substitutes must secure an emergency substitute certificate for EACH district in which they wish to work

- This is NOT a change as it has always been a requirement for an Emergency Substitute Application in each district

This process is interactive between applicant and district

Section II--Overview of the Emergency Substitute Application On-line Process

Initially, the applicant applies with district as usual, then...

The next steps occur on-line via EPSB website

- District processes/approves CA-4 application
- District notifies applicant (automated e-mail) to complete CA-4 application
- District conducts required background checks
 - If anything appears on the background check, that check must be forwarded to EPSB for review
- Applicant creates EPSB account
- Applicant completes CA-4 when notified by district
- Applicant receives Emergency Sub Certificate electronically

Section III--Who is Eligible for an Emergency Substitute Certification?

- Emergency substitute teachers are governed by 16 KAR 2:030, and they must have either:
 - (a) A Bachelor's degree (Rank IV);
 - (b) At least ninety-six (96) semester hours of college credit (Rank IV); or
 - (c) From sixty-four (64) to ninety-five (95) semester hours of college credit (Rank V)
 - *Salary rank determination is governed by KRS 161.1221*

Section IV--Overview of District Steps with ECS Applicants

- Ensure proper role (HR Designee) is secured from EPSB for all district personnel who will work with Emergency Substitute Application on-line process (**Email: EPSB TC4@ky.gov**)
- Secure board order number each spring for anticipated number of EC Subs for school year
 - Board order date must be after March 1 for the upcoming school year
- Get completed application and transcript from each applicant
- Advise applicant that an active e-mail address will be required to apply for EPSB certification
- Conduct required background checks
 - If anything appears on the background check, that check must be forwarded to EPSB for review
 - All other background checks should be kept on file at the local district
- Notify applicant if district IS NOT interested in hiring him/her as an ECS
- Provide applicant w/instructions to register with EPSB to complete on-line certification application
- Create application in EPSB's KECI system for the applicant

Individual application processing – District steps

1. Log into www.epsb.ky.gov, then click on “*Kentucky Educator Certification Inquiry*”
2. Click on “*Emergency Substitute Online Application*”
3. Search for applicant by SS#
4. Click “Start” if correct name is found and the individual has ever held certification OR to create new record if no match is found
 1. If individual’s name is found, but they have never held certification, a background check must be on file with the district prior to starting the application.
 2. Select “Yes” to both questions then click start
5. Verify applicant’s personal information, or enter new applicant information (Academic Preparation information is required)
6. Complete “District Verifications” and click “Finished”
 - Ensure prerequisites are met
 - Board order number and date required
7. View submitted application and click “Done”

Once “Done” is clicked, applicant will be notified via e-mail of his/her pending application. (The e-mails will be sent weekly until action is taken by the applicant.)

Section V--Applicant Steps to Apply for Emergency Substitute Certification

Applicants will be sent an automated e-mail from the district once their application has been approved by the district. Those applicants applying in multiple districts must secure an emergency substitute certificate for EACH district in which they wish to work

NOTE: This multiple certificate requirement is not a change--it has always been a requirement for a completed Emergency Substitute application in each district where one is employed as an emergency substitute.

Applicant steps

1. Go to www.epsb.ky.gov or click the link provided in e-mail notification from district
 - Click on the “Log in to EPSB” button on the lower left of the screen
 - If necessary, create your new account on the right side of the log-in page by clicking on the “New User? Create Account Here” button
2. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.
 - Make sure all your personal information is correct when you establish your EPSB account
 - Should you lose/forget/need to reset your password at a later date, you will need your birthdate and SS# to be accurate in your account
 - Resetting passwords may be done by the user at the “Log in to EPSB” button on the lower left of www.epsb.ky.gov
 - You do NOT need to contact EPSB to reset your password
3. Once logged in, click on “My Application Status-View Details” on the lower left of the screen.
4. You will then see information on your application (CA-4) and you should click on the live link to complete the process on your **pending** application
5. Complete each of the 4 steps to finalize your application
 1. Verify personal information
 - Click “Save and Next”
 2. Add any previously held out of state teaching certificate (if applicable)
 - Click “Next”
 3. Answer all Character & Fitness questions
 - Each question must be answered by clicking on the small pencil in the “Edit” column
 - If answering “NO,” click “Save”
 - If answering “YES,” explanation is required
 4. Enter Password to digitally sign and submit the application.

After the applicant submits, there are two choices:

- If the CA-4 application process is successful, the applicant will receive a live link to PRINT your Emergency Substitute Certificate.
- Any applicant who answers “yes” to a Character & Fitness (C & F) question on the CA-4 application will be held by EPSB Legal Division pending review by the Board.
- An applicant who has information returned on the background check will be held by EPSB Legal Division pending review by the Board

Applicants will receive an e-mail from EPSB when a C & F review is completed and approved.

Applicant Final Step

Print and provide the printed copy of your emergency substitute certificate to the district so you can be added to its substitute teacher list.

Section VI--Issues Regarding C&F Questions

- Supplying false information on the Character & Fitness form will result in a case being opened by the Board on the applicant
- Districts will see a “*C & F pending*” notation when searching for applicant
- Districts cannot use “*C & F pending*” applicants until e-mail clearance is given to the applicant by EPSB Legal Division
- Applicants who are held by the EPSB Legal Division and who have applied as an emergency sub in more than one district, cannot be processed in subsequent districts until the applicant is cleared in the original district of application
- Districts should notify EPSB Legal Division in writing if:
 - Any response other than “no information found” on the background check
 - Forward this to EPSB
 - differences are noted between applicant’s C&F responses and subsequent background check results
 - district terminates an Emergency Certified Substitute for character/fitness issue

Section VII--District Usage of the Status and Processing Functions

District use of TC-4 Status Report

- Click “Report” button after logging into KECI to check the status of applicants
- Applicants are listed in the order submitted
- If an applicant has not yet completed the application, it may be deleted or edited via this screen
 - Email address changes should be handled via this screen
- This report can be exported to an Excel file for district use.

Creating applications by batch processing large numbers of applications

- Districts may choose to upload a large number of applicants at one time vs. individual processing
- District IT support should be enlisted for this process
- See Appendix A for file format
 - The file must be a text file (.txt)
 - Use semi-colons to separate each field
 - Some fields do not require data; the semi-colon must still be present
 - There should be 13 semi-colons in each record
 - Samples:
 - **John; ; Doe; 123456789; 04/01/1954; john.doe@email.com; 1; 0; JCPS001; 05/22/2011;100 Airport Rd; 3rd Floor; 40601; Frankfort**
 - No middle initial or name
 - **John; Miller; Doe; 000456789; 04/01/1954; john.doe@email.com; 2; 50; JCPS001; 05/22/2011;100 Airport Rd; ; 40601-2048; Frankfort**
 - No “Address 2” data

District batch processing steps

1. When logged into KECI, click “Batch Processing” rather than “New Application”
2. Select the district, school year, and the district created file to be uploaded and click “Submit”
3. Click the “Error Log” link to view and correct data errors
 - Make note of the type of error
 - Click the pencil icon to edit the individual
 - Make corrections on the edit screen
 - Check the verification box and click “Sign Off”
 - Note: applicants with corrected errors will be processed directly from the edit page
4. Click the “Pending Applicant List” link to process any/all applicants loaded via the batch process
 - Check the verification box
 - Check individual applicants and then click “Process Selected Records” OR click “Process all applications”
 - Applicants with comments other than “Pending” in the Error column are not able to be processed via the Batch Process
 - Click “OK” to submit the applications

Section VIII—Dedicated E-mail Support for the Emergency Substitute On-line Application Process

- EPSBTC4@ky.gov should be used for ALL support questions and/or needs (seen on the global address book as “EPSB TC4”)
- Using the EPSB’s dedicated e-mail support system will ensure that appropriate EPSB personnel who can answer your question will respond quickly. EPSB certification consultants will refer questions to this e-mail address as well.

APPENDIX A

Application for Emergency Substitute Certification Upload Instructions

1. Name of the Text File should be less than 50 Characters.
2. Format delimited by Semicolons (;)

Data Format Instructions

| Field Description | Order | Data Required | Length | Example | Validation |
|--------------------------|-------|---------------|---------|-------------------------------|--|
| First Name | 1 | Yes | 15 | John | |
| Middle Name | 2 | Not | 15 | | |
| Last Name | 3 | Yes | 30 | Doe | |
| SSN | 4 | Yes | 9 | 12346789 | |
| Date of Birth | 5 | Yes | | 04/01/1954 | Should follow mm/dd/YYYY format, Example:- 01/01/1990 |
| E-Mail | 6 | Yes | 75 | john.doe@email.com | |
| Education ID* | 7 | Yes | | 5 | |
| Credit Hours* | 8 | Yes | | 0 | |
| Board Number | 9 | Yes | 30 | JCPS001 | |
| Board Meeting | 10 | Yes | | 05/22/2011 | Date should be less than uploaded date and should be in within selected school year. Should follow mm/dd/YYYY format, Example:- 07/15/2011 |
| Address 1 | 11 | Yes | 30 | 100 Airport Rd | |
| Address 2 | 12 | Not | 30 | | |
| Zip Code | 13 | Yes | 5 or 10 | 40601 | Zip Code 5 digits or 10 digit with extension 40601-2048 or 40601 |
| City | 14 | Yes | 30 | Frankfort | |
| State Background Check | 15 | Yes | 1 | 'Y' (for Yes) OR 'N' (for No) | If State background check has been done enter 'Y'(for Yes).If State background check has not been done then enter 'N' (for No) |
| Federal Background Check | 16 | Yes | 1 | 'Y' for Yes OR 'N' for No. | If Federal background check has been done enter 'Y'(for Yes).If Federal background check has not been done then enter 'N' (for No). |

Education ID and Credit Hours validation rules. *

| ID | Description | Credit Hours |
|----|--|-------------------------------|
| 1 | High School or equivalent (GED) | 0 |
| 2 | Less than 64 college credit hours | Credit Hours < 64 |
| 3 | Between 64 and 95 college credit hours | Credit Hours >= 64 and <= 95 |
| 4 | At least 96 college credit hours | Credit Hours >= 96 and <= 200 |
| 5 | Bachelor's degree or above | 0 |

Education ID #1 and ID #2 are not valid options for the emergency certified substitute program.