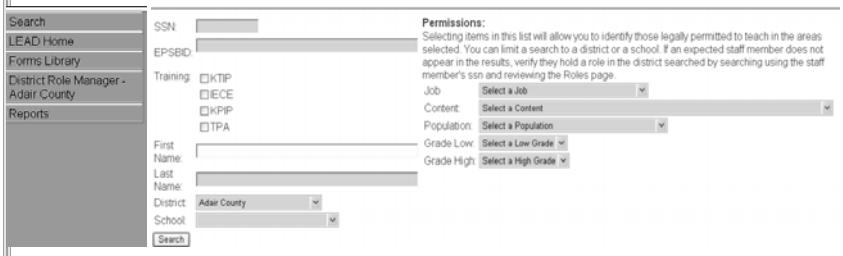
Using KECI

Kentucky Educator
Certification Inquiry

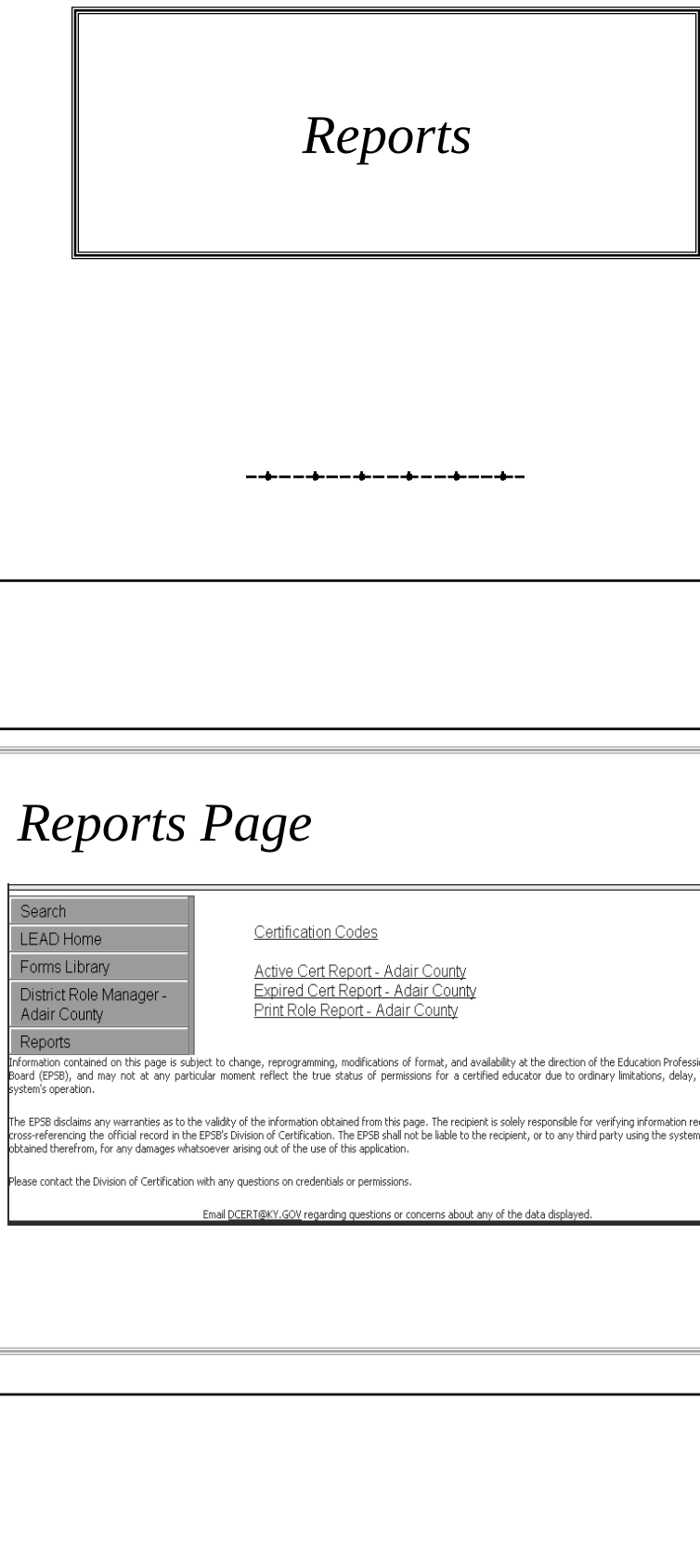
Functions of KECI



- Assign Roles
- Search credentials
- Search permissions
- Create a list of people with specific permissions
- Edit and print District Role Report
- Print or export
  - Active Certification Report
  - Expired Certification Report
  - Credential Code list

Reports

Reports Page



Active Certification Report

EPSB Education Professional Standards Board

USER: CGOUSEY

Search
LEAD Home
Forms Library
District Role Manager - Adair County
Reports

Active Certification Report

Hide Message Print Preview Export to File

The list below is provided by the Education Professional Standards Board as a courtesy to you, and no claim is made that this list is necessarily exhaustive. It is correct only according to our data records and errors or omissions may exist for any number of reasons.

KRS 160.370 stipulates that the superintendent 'shall be responsible for the hiring and dismissal of all personnel in the district.' Ultimately, of course, each professional staff member is responsible for ensuring that his/her certification is renewed in a timely manner.

If you have questions regarding this list, please contact our office (502-564-4606) and ask for our Division of Certification Director.

Organization	EPSB ID	SSN	Person Name	Role	Code	Credential	Expiration Date
Adair County	[redacted]			Elementary Consultant	FVTZ	Endorsement For Supervisor Of Instruction, Elementary, Secondary, 12-Grade	Life
					SEM	Standard Elementary Certificate, Grades 1-8	Life
					FEPZ	Endorsement For Elementary School Principal, Grades K-8	Life
				Teacher, Migrant Advocate	FSPZ	Endorsement For Secondary School Principal, Grades 7-12	Life
					SHM	Standard High School Certificate, Grades 7-12	Life
					S03	Endorsement For Special Education--Educable Mentally Retarded, Grades 7-12	Life
				Dropout Prevention/Alternative Teachers	KGT	Endorsement For Kindergarten Classroom Teaching	Life

Expired Certification Report

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Expired Certification Report

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Organization	EPSB ID	SSN	Person Name	Role	Code	Credential	Expiration Date
Adair County	[redacted]			Director of Special Education, Preschool Coordinator	PMBF	Provisional Certificate For Teaching In The Middle Grades 5-8 (And For Other Assignments As Identified By Kentucky Program Of Studies)	06/30/2007
					PDS	Professional Certificate For Director Of Special Education	06/30/2007
					PLDF	Provisional Certificate For Teachers Of Exceptional Children--Learning And Behavior Disorders, Grades K-12	06/30/2007
				School District Superintendent, Certified Vacancies Hiring Contact	PAPP	Professional Certificate For Administrator Of Pupil Personnel Services	06/30/2007
				Teacher	KMU	Professional Certificate For Teaching Music, All Grades	06/30/2007
				ESS Coordinator	MLDF	Standard Certificate For Teachers Of Exceptional Children--Learning And Behavior Disorders, Grades K-12	06/30/2007
Adair County Elementary School				Teacher	TPLB	Temporary Provisional Certificate For Learning And Behavior Disorders, Grades Primary through 12	06/30/2007

Print District Role Report

Adair County

Role	Name	Remove	Replace With (Name, SSN)
Business Consultant		☐	
Dir of Pupil Transportation		☐	
Director of Facilities		☐	
Director of Federal Programs		☐	
		☐	
Director of Finance and Business		☐	
Director of Pupil Personnel		☐	
Director of Special Education		☐	
Dist Admin - Staff Supervisor		☐	
		☐	
		☐	
District Assessment Coordinator		☐	
District Tech Coordinator		☐	
District Textbook Coordinator		☐	
		☐	
ESS Coordinator		☐	
Family Resource Center Coordinator		☐	
Family Resource/Youth Service Ctr Coord		☐	
Gifted and Talented Coordinator		☐	
Health Insurance Coordinator		☐	
Instructional Coordinator		☐	
		☐	
KEES Coordinator		☐	
KTIP District Coordinator		☐	

Credential Code Export

Search
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Reports

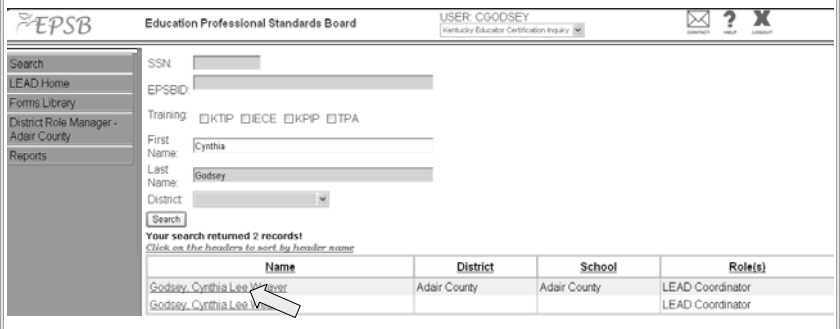
Export To File

Credential	Description	Type	Status
770	Dry Cleaning	Area	Active
	Plant Maintenance	Area	Active
797	Trades And Industrial Education	Area	Active
207	Medical Secretary	Area	Active
744	Warehouse-Transportation	Area	Active
NBPTS	Certified by the National Board for Professional Teaching Standards	External Credential	Active
KETI	Provisional Internship Certificate for Teaching Technology Education Grades 5 Through 12	Certificate	Active
KVL2	Professional Certificate For Instructional Leadership -- Supervisor of Instruction Grades K-12, Level II	Area	Active
AJCD	ADJUNCT INSTRUCTOR FOR COMMUNICATION DISORDER	Certificate	Active

- List of all certificate codes
  - Includes Active, Deprecated (not issued new, but still renewed), and Obsolete codes
  - Can be exported to an Excel File or can be opened in Notepad as a text file

Role Management

Searching

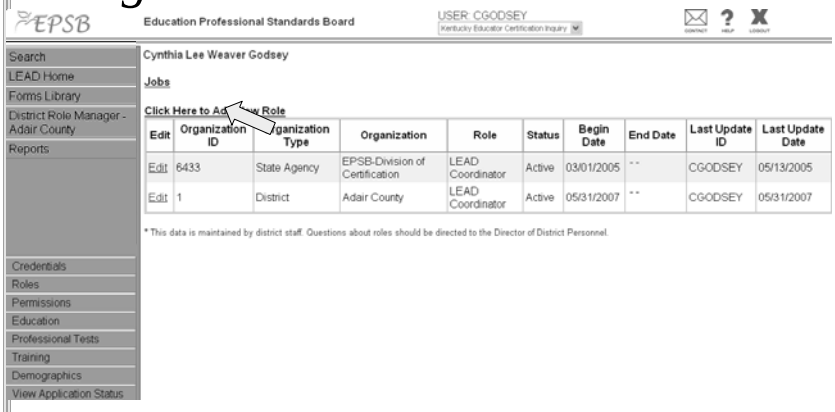


- Search by SSN or Name
  - Do not enter the district or school
- Click on the person's name

Assign New Roles

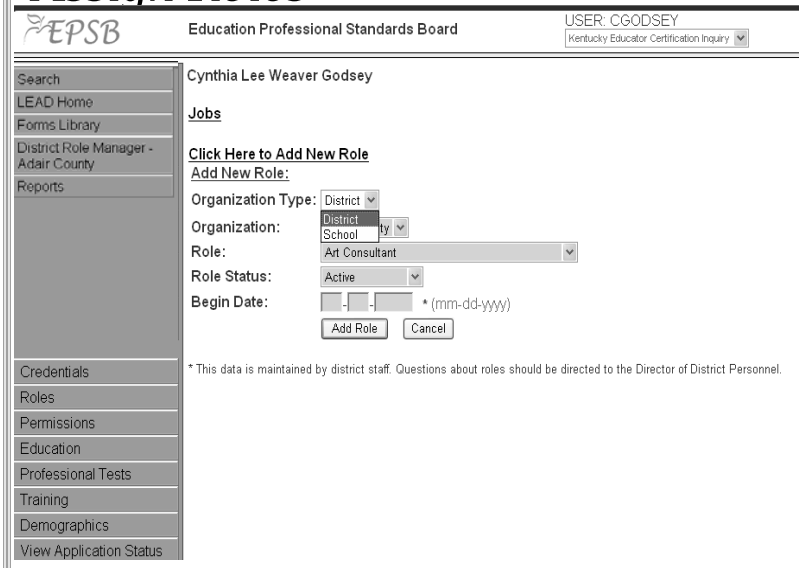
- Choose “Roles”

Assign Roles

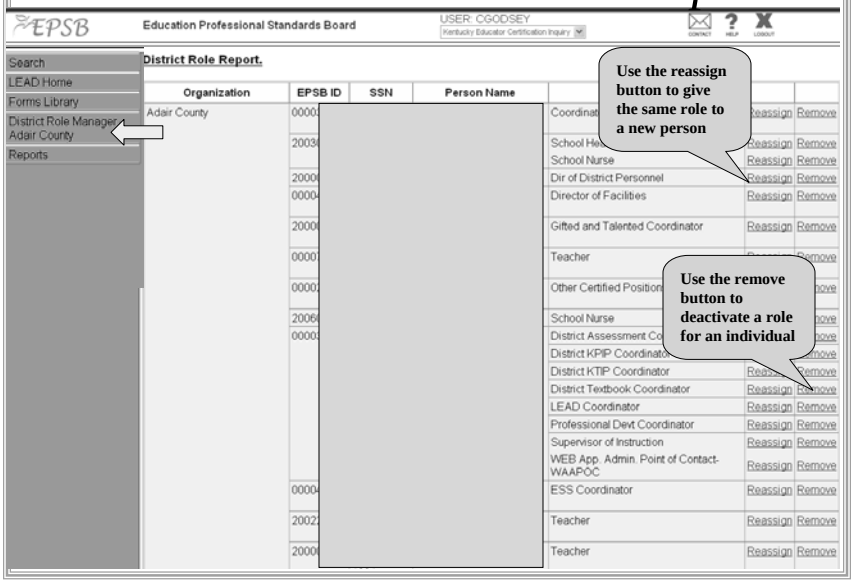


- Choose “Click Here to Add New Role”

Assign Roles



View and Edit District Role Report



Roles Update

- Prior to LEAD
  - Verify roles of principals, MUNIS contact, superintendent, and LEAD coordinator
- After LEAD is complete each semester:
  - Verify KECI role assignments
  - Make corrections
- Update as people move in or out of the district
- ***Information in KECI must be correct and up to date to create accurate role and certification reports!***

Permissions Help

- For help using the permissions tool, go to http://www.kyepsb.net/help/index.asp and click “KECI Permissions”