

Telephone (502) 564-4606 (888) 598-7667 www.kyepsb.net

APPLICATION FOR CERTIFICATE RENEWAL/DUPLICATE

Read instructions before completing application. Incomplete application will be returned.

SECTION I. REQUEST FOR RENEWAL TO BE COMPLETED BY APPLICANT (type or print)

A. PERSONAL INFORMATION

_____ ()
 Social Security Number E-Mail Address Telephone Number

_____ _____ _____
 Last Name First Name Middle or Maiden Name

_____ _____ _____ _____
 Mailing Address City State Zip Code

Date of Birth (Month/Day/Year) Sex: Male or Female (Please circle one)

ETHNIC IDENTIFICATION -- OPTIONAL (check one)

- White, Non-Hispanic Black, Non-Hispanic
 Asian or Pacific Islander American Indian
 Hispanic Other

Effective January 1, 1997 charges for certification are as follows:	
1. Statement of Eligibility	-0-
2. Limited One-Year Certificate	-0-
3. Five (5) Year Substitute Certificate	\$15.00
4. Reissuance of Additional Four (4) Year Certificate	\$35.00
5. Issuance or Reissuance of Regular Five (5) Year Certificate	\$50.00
6. Duplicate Certificate (copy)	\$25.00
7. Addition of Area or Rank Change	\$50.00

Make **Cashier's Checks** or **Money Orders** (NO PERSONAL CHECKS) payable to:
KENTUCKY STATE TREASURER
 FEES MUST ACCOMPANY THE APPLICATION
 Applications received without the appropriate fees **will be returned.**
A \$10.00 PROCESSING FEE WILL BE RETAINED FOR CERTIFICATES THAT CANNOT BE ISSUED!

B. TYPE OF CERTIFICATE(S)/ENDORSEMENT(S) TO BE RENEWED:

C. COLLEGE ATTENDANCE RECORD SINCE CERTIFICATE WAS ISSUED OR LAST RENEWED (Attach official transcript of credits required for renewal)

COLLEGE/UNIVERSITY	ADDRESS	DATES OF ATTENDANCE		TOTAL SEMESTER HOURS OR DEGREES AWARDED
		FROM	TO	

SECTION II. RECORD OF TEACHING EXPERIENCE SINCE CERTIFICATE WAS ISSUED OR LAST RENEWED

SCHOOL DISTRICT	ADDRESS	POSITION (INCLUDE GRADE LEVEL & SUBJECT)	CHECK ONE		EMPLOYMENT DATES			
			FULL-TIME FULLDAY	OTHER	FROM		TO	
					M	Y	M	Y

If substitute teaching experience is submitted for renewal, indicate below the number of days taught in each semester of the school year.

SCHOOL DISTRICT	ADDRESS	SCHOOL YEAR	NUMBER OF DAYS	
			FIRST SEMESTER	SECOND SEMESTER

I verify that this applicant has had successful experience as indicated above.

SIGNED _____ LOCAL SCHOOL SUPERINTENDENT _____ NAME OF LOCAL SCHOOL DISTRICT _____ DATE
 _____ DISTRICT TELEPHONE # (_____) _____

GENERAL INSTRUCTIONS

This form is to be used to request renewal/duplicate of any type of Kentucky certificate for professional school personnel.

Requirements for renewal of your current certificate may be found on the certificate document or on a separate sheet mailed to you along with the certificate.

SECTION I. REQUEST FOR RENEWAL

- A. Your certification record in the Division of Certification is identified by your Social Security number. Please indicate your Social Security number, name, and address accurately to facilitate processing your application.

Indicate your current name and mailing address on this application. The address should be where further correspondence regarding this application and/or the renewed certificate can be mailed to you.

- B. Indicate the type of certificate/endorsement to be renewed.
- C. College Attendance Record

If the renewal of a certificate requires completion of prescribed college course work, identify the colleges attended along with dates, and the semester hours or degree awarded. Only the record of college attendance since the certificate was originally issued or last renewed should be included in this section.

Attach the official college transcript bearing seal of college and signature of registrar indicating specific course work and grades achieved.

SECTION II. RECORD OF TEACHING EXPERIENCE

Indicate in this section all experience earned since the certificate was issued or last renewed. If employment has been continuous, show that employment from (date) to (date) -- a date must be shown to determine the years of experience during the validity of the certificate (do not leave blank).

If the experience is not full-time, attach an explanation indicating the period of experience and specify the number of days per week, hours per day, etc.

For certificates that require teaching experience for renewal, experience as a substitute teacher may be accepted if the certificate holder served as a substitute for no less than 60 days per year, with a minimum of 30 days in each semester of a regular school year, and was officially employed and paid by the local board of education as a substitute teacher.

The signature of the local school superintendent where the experience was completed is required to verify this experience for certificate renewal.

If you are renewing on the 42 hours of training approved for the Kentucky Effective Leadership Training Program, please send verification on separate sheet of paper.

SECTION III. CHARACTER AND FITNESS

Please enter your name and Social Security number. Failure to **complete and sign** Section III shall result in the application being returned.

SECTION III. CHARACTER AND FITNESS

(This form must be completed with each certification application and submitted to the Education Professional Standards Board, Division of Certification, 100 Airport Road, 3rd Floor, Frankfort, KY 40601, (502) 564-4606, (888) 598-7667, or www.Kyepsb.net)

Name: _____ Social Security Number: _____

Address: _____
(Street) (City) (State) (Zip Code)

Telephone Number: () _____

Answer each question by circling "yes" or "no." If you answer "yes" to any question, you must submit a full explanation using a separate sheet of paper.

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

State or Jurisdiction _____ Certificate Number _____
Type _____ Issue Date _____ Expiration Date _____

- | | | | |
|----|--|-----|----|
| 1. | Have you ever had a professional certificate, license, credential, or any document issued to you for practice denied, suspended, revoked, or voluntarily surrendered? | Yes | No |
| 2. | Are you currently being reviewed or investigated for purposes of such action as stated in #1 or is such action pending? | Yes | No |
| 3. | Have you ever been dismissed, resigned, released, or asked to resign/retire or discharged from a professional position or military service for immorality, incompetence, willful neglect of duty, misconduct, or presenting false information toward obtaining the position? | Yes | No |
| 4. | Is any such action as stated in #3 pending? | Yes | No |
| 5. | Have you ever been convicted of a felony or misdemeanor (other than a moving traffic violation), been found guilty, or entered a plea of nolo contendere (no contest), even if adjudication was withheld, in Kentucky or any other state? | Yes | No |
| 6. | If you indicated "yes" to any items, #1 through #6, has that action been reviewed by the Education Professional Standards Board? | Yes | No |
- (Date of Review) _____

I affirm and declare that all information given by me on this form is true, and correct, and complete to the best of my knowledge. I understand that any misrepresentation of facts, by omission or addition, may result in the denial or revocation of my teaching certificate. Further, I understand that KRS 161.120 provides that a teaching certificate may be revoked at any time upon determination that false information was presented toward obtaining a teaching certificate.

I declare that I understand the standard for personal and professional conduct expected of a professional educator in Kentucky. I further certify that I have read and examined the CODE OF ETHICS (page 4) applicable to school personnel, understand its provisions, and agree to abide by its terms during the course of my career as a professional educator.

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 students 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 such 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 judgement, 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 qualifications or those of other professionals.