

**Eastern Kentucky University**  
**Center for the Preparation of Educational Professionals**  
**CHARACTER AND FITNESS DECLARATION**  
**For Admission to the Professional Education Program**

(Please save the form to your desktop, fill the form and send it as an attachment to teacher.admissions@eku.edu)

Name:	EKU I.D.:
Maiden Name or AKA:	Date of Birth:
Street or P.O. Box: City/State/Zip	Phone:  Alternate Phone:

**SECTION 1: Acknowledgement of Review and Understanding**

The EKU College of Education requires a state criminal history background check performed by Verified Credentials and approved by the College of Education as a condition for admission into a Professional Education Program. Under certain circumstances, a national criminal history background check may be required as a condition for admission. The criminal background check shall be completed prior to the first day of enrollment in EDF 203, EDF 310, or CDF 203.

I am a candidate for initial certification and admission into a professional program within the College of Education at EKU and I have submitted or will submit my state criminal background check.

I am a candidate for admission to the Professional Clinical Semester (Student Teaching).

Interim Character and Fitness Disclosure – (The EKU College of Education requires reporting of all statutory and regulatory violations, including University regulations, immediately upon occurrence. All violations must be reported by completing a new Character and Fitness form.)

**SECTION 2: Disclosure of Background Information**

Candidates are required to disclose all criminal offenses and university violations as soon as possible after they occur by submitting an updated Character and Fitness Report. Candidates answering “yes” to any question must provide an explanation for each specific situation, which shall include the date, nature, and final outcome of the offense, as well as a personal reflection, in the space provided at the end of this form. Candidates with a criminal offense(s) must provide a copy of the final disposition to the Office of Licensure and Certification located in Room 425 of the Combs Building.

If you answer “yes” to any question below, SUBMIT an Incident Report for each incident - see link below. Include dates, locations, schools systems, court records, and any other information that explains the circumstances in detail.	YES	NO
<p>1. Have you ever had a professional certificate, licenses, credential, or any document issued for practice denied, suspended, revoked, or voluntarily surrendered? If you have had a professional certificate, license, credentials, or any other document issued for practice initially denied by a licensing body, but later issued, you must answer “yes”.</p> <p>If answering “YES” please provide the following:</p> <p>1. Type of licensure denied, suspended, or revoked</p> <p>2. Date of denial, suspension, or revocation of license, and</p> <p>3. Detailed explanation of reason for denial, suspension, or revocation of license.</p>		

<p>2. Have you ever been suspended or discharged from any employment or military service because of allegations of misconduct?</p> <p>If answering “YES” please provide the following</p> <ol style="list-style-type: none"> <li>1. Place of employment or military branch of service</li>   <li>2. Dates of employment or military service</li>   <li>3. Date and reason for termination or charge</li> </ol>		
<p>3. Have you ever resigned, entered into a settlement agreement, or otherwise left employment as a result of allegations of misconduct?</p> <p>If answering “YES” please provide the following</p> <ol style="list-style-type: none"> <li>1. Place of employment or military branch of service</li>   <li>2. Dates of employment or military service</li>   <li>3. Date and reason for termination or charge</li> </ol>		
<p>4. Is any action now pending against you for alleged misconduct in any school district, court, or before any educator licensing agency?</p>		
<p>5. Have you ever been convicted 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 or jurisdiction? For the purpose of the declaration, 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.</p>		
<p>6. Do you have any criminal charges pending against you?</p>		
<p>7. If you indicated “yes” to question #1 through #6, has this information been previously reviewed by the Education Professional Standards Board?</p>		
<p>8. While at ECU, have you ever been found guilty or entered a plea of nolo contendere (no contest) to a charge of misbehavior or rules violation considered a University Offense in the Office of Student Conduct and Community Standards? If yes, you will need to obtain copies in person from the above office located in the Turley House.</p>		
<p>9. Are you presently on probation as a sanction for being found guilty or entering a plea of nolo contendere (no contest) to a charge of inappropriate behavior or rules infraction at ECU? If yes, you will need to obtain copies in person from the above office, located in the Turley House.</p>		
<p>10. Have you ever, for reason of inappropriate behavior, including academic dishonesty, been denied entrance, failed to complete a class or program, or been dismissed from a school, college, or university? Or is such action pending?</p>		
<p>11. Have you ever been dismissed or forced to resign from any position, including military service, for inefficiency, negligence of duty, unprofessional conduct, insubordination, or other just cause? Or is such action pending?</p>		

**SECTION III: Affirmation**

*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 Admission to Professional Education. I further 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 Kentucky PROFESSIONAL CODE OF ETHICS applicable to school personnel, understand its provisions, and agree to abide by its terms during the course of my preparation program and career as a professional educator.*

**Disclaimer: By signing this form you are authorizing the Center for the Preparation of Educational Professionals to receive information for purposes of admission into a Professional Education Program, enrollment in the professional education core, the Professional Semester, program completion, and recommendation for licensure.**

**I affirm and declare that all information given by me on this application 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 of and/or rescission of admission to the Professional Education Program at Eastern Kentucky University. As a candidate for licensure, I understand I am required to disclose any changes in the information stated above by completing a new Character and Fitness Report.**

**Notes:**

1. Candidates answering “Yes” to any question must submit an incident report, located at <http://tes.eku.edu/admissions>
2. Please send the form and any incident reports as attachments to [teacher.admissions@eku.edu](mailto:teacher.admissions@eku.edu)

Signature:

Date

Click here for instructions on how to sign