

Frequently Asked Questions

Q: How do I apply for certification and/or rank change?

A: You must submit a CA1 Application.

Q: Where do I get a CA1 Application?

A: You can download the CA1 application online and at <http://tes.eku.edu/certification>.

Q: The CA1 instructs you to send the form directly to EPSB; do I send the form to EPSB?

A: No, the entire CA1 application must be sent to ECU first at:

**Office of Licensure and Certification
Eastern Kentucky University
521 Lancaster Avenue Combs 425
Richmond, KY 40475**

The CA1 application requires ECU to complete section V. If you send the CA1 directly to EPSB, they will send it back requesting page 5, section V to be completed by the preparing college/university Certification Specialist.

Q: How long does it take to process a CA1 application form?

A: Your CA1 application cannot be processed until your program is complete. Official posting of degrees is usually two weeks after graduation.

Q: Do I need to list my PRAXIS scores on page1, section D of the CA1 Application?

A: Praxis scores must be submitted to EPSB electronically. If you took Praxis out of state and did not choose EPSB and ECU, you will need to contact ETS and request that scores be sent.

Q: Does my superintendent need to sign page 1 of the CA1 Application?

A: Record of experience needs to be verified by the superintendent only if you are applying for Principal, Supervisor of Instruction, Director of Pupil Personnel Services, or Superintendent.

Q: Does the Certification Specialist send my ECU transcript to Frankfort?

A: No, you will need to complete the ECU transcript request form found at <http://www.registrar.eku.edu/Transcripts/>. If you write "Teacher Cert" in for the address of where it needs to be mailed, the Registrar's Office knows to send to EPSB in Frankfort. You can also check the EPSB website for more frequently asked questions and answers at <http://www.kyepsb.net/certification/certFAQ.asp>.