



Ensuring quality educators for Kentucky schools

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MEMORANDUM

TO: Superintendents

FROM: Michael C. Carr, Director
Division of Certification

DATE: June 22, 2006

RE: Processing of Rank Changes and Issuance/Renewal of Certificates

I hope your district has had a productive and enjoyable year. I know you are beginning to staff your district for next year and the job of ensuring that all personnel are properly certified is a large part of that effort. To that end, I would like to remind you of the timeline under which the Division of Certification works during the summer.

Between now and September 30, the Division of Certification will issue or renew over 15,000 certifications. Because this work is done by six individuals – who must also see visitors and answer phone calls and e-mails – a backlog will occur. This situation is compounded by the fact that universities typically cannot issue official transcripts until after the summer semester ends. The Education Professional Standards Board (EPSB), therefore, will not receive these documents until mid to late August.

Such a tight timetable creates difficulties for educators who need to show official proof of new graduate hours in order to renew their certificates and/or receive a rank change. Although the EPSB will make every effort to process rank changes by the statutory deadline of September 15, occasionally doing so will not be possible. Also, meeting some districts' requirement that employees begin the school year with renewals and/or new certificates "in hand" may be impossible if the EPSB does not have university records in our office until after the start of the school year. Because of these timing complications, EPSB regulations allow educators until September 1 to complete paperwork relative to renewals and rank changes.

In an effort to expedite the certification process, several features are available via the Kentucky Educator Certification Inquiry (KECI) at www.kyepsb.net. If districts use KECI to check the progress of applications, our consultants are less occupied with phone calls and emails, allowing them more time for processing. Sending employees to our office does not substantially speed the certification process, as certificates are printed only once each morning and must be checked for accuracy before they are mailed. We are not able to print the documents individually if an educator comes to the EPSB office.

I know you want only properly certified employees in your schools, avoiding a negative impact on your students and on the district in the fall LEAD report. As we work together toward the goal of timely and accurate certifications for all of Kentucky's educators, please be assured that the EPSB will process certificates as quickly as possible.