



EASTERN KENTUCKY UNIVERSITY
OFFICE OF TEACHER ADMISSION & CERTIFICATION
521 LANCASTER AVENUE ■ 423 BERT COMBS BUILDING
RICHMOND, KY 40475-3102
(859)622-1828 or coecert@eku.edu

INSTRUCTIONS FOR RETURNING YOUR TC-1 APPLICATION PACKET

Send the following items to EKU address listed above:

- TC-1 Form (please return the TC-1 application during the first four weeks of the last term of enrollment)
- EKU Processing Form

Send the following item to EPSB address listed below:

- The EKU TC-1 Application fee form is to be mailed to the Education Professional Standards Board along with the required fee *four to six weeks* prior to the completion of your program. (Payments received prior to this time frame will be returned to the applicant.) The fee form sheet and a money order or certified check made payable to the *Kentucky State Treasurer* must be mailed to the:

Education Professional Standards Board
Division of Certification
100 Airport Road, 3rd Floor
Frankfort, KY 40601.

If you have questions, you may call (888)598-7667, toll-free, or (502)573-1722. Staff members will receive phone calls after 1:00 p.m. every day except Wednesday.

Send the following item to the Office of the Registrar to the address listed on the transcript form:

- EKU Transcript Request Form. Please complete the University Transcript Request form found at <http://www.registrar.eku.edu/Transcripts/>. See the example below for critical information on filling out this form.

If you fail to complete this form correctly you may delay your certification process.

GRADUATE STUDENTS: Please include a copy of your planned program or Graduate CARES with your application.

IMPORTANT NOTE: The Office of Teacher Admission & Certification will hold your TC-1 application until all grades and/or degrees are complete, all necessary outside transcripts are available, and all necessary test results are received. At the time all program requirements are complete, the TC-1 application will be forwarded to the Education Professional Standards Board, Division of Certification. You may track your application process at www.kyepsb.net.

Revised 05/15/06





FILLING OUT TC-1 APPLICATION

TC-1, PAGE 1:

Section I

Item A.

- All names of students shall be the student's full legal name: first, middle, last, as they appear on the student's social security card. Nicknames and middle names are not acceptable in the first name field, and a maiden name is not acceptable as a middle name unless the individual has registered the change with the Social Security Administration.
- Be sure to record your permanent address

Item B.

- If you are changing rank, indicate the new rank desired (i.e., Rank 2).
- If you are getting a new certificate or adding a certificate, write the subject area and grade level (i.e., English 8-12)

Item C.

- List the colleges attended starting with the most recent first.
- Include official transcripts from any colleges/universities other than ECU whose work applies to this certification.
- This includes people who are completing initial certification and have a degree from another institution.

Item D.

- Indicate when Praxis tests will be/were taken (for new certificates or adding a certificate).

Section II

- If you are endorsing as a guidance counselor, reading specialist, principal, supervisor of instruction, or school superintendent, have your superintendent sign the page where indicated.

TC-1, PAGE 3:

- Answer all questions truthfully and fully.
- If you answer "yes" to any question, you must submit a full explanation using a Separate sheet of paper.

TC-1, PAGE 5:

- Fill out personal information only.
- **DO NOT** fill out Section IV. This section will be completed by an ECU Certification Specialist.

