

## **Frequently asked questions:**

Q: How do I apply for a Certification and/or Rank change?

A: You must submit a TC-1 application.

Q: Where do I get a TC-1 application?

A: You can download the TC-1 on-line and get all of the EKU processing instructions at <http://www.education.eku.edu/studentservices/Certification.htm>

Q: The TC-1 instructs you to send the form directly to the EPSB address; do I send the form to EPSB?

A: No, the TC-1 and the EKU processing form must be sent to the address listed at the bottom of the EKU processing form. The TC-1 requires EKU to complete section IV. If you send the TC-1 to Frankfort first, EPSB will send it back to you requesting page 5, section IV to be completed by your preparing College/University Certification Officer.

Q: How long does it take to process a TC-1 form?

A: Your TC-1 form cannot be processed until your program is complete. The end – of- term posting of EKU degrees is usually two weeks after the graduation ceremony.

Q: Do I need to list my PRAXIS scores on page1, section D of the TC-1 form?

A: Only list your PRAXIS if you are applying for an additional certification in which the PRAXIS is required. EPSB will have all of your information on file for previous certifications that have been issued.

Q: Does my superintendent need to sign page 1 of the TC-1 form?

A: Record of experience needs to be verified by the superintendent if you are applying for Principalship, Supervisor of Instruction, or Superintendent.

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

A: No, you will need to complete the EKU transcript request form found at <http://www.registrar.eku.edu/Transcripts/>. On the request form please ask that your transcript be sent to “Teacher Cert”, and return the form to the address listed at the top of the form.

You can also visit the EPSB web-site for more frequently asked questions and answers at <http://www.kyepsb.net/certification/certFAQ.asp>