

Frequently asked questions:

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

A: You must submit a TC1 application.

Q: Where do I get a TC1 application?

A: You can download the TC1 online and get all of the ECU processing instructions at

<http://www.education.eku.edu/studentservices/Certification.htm>

Q: The TC1 instructs you to send the form directly to the EPSB address; do I send the form to EPSB?

A: No, the entire TC1 application and ECU processing form must be sent to the address listed at the bottom of the ECU processing form. The TC1 requires ECU to complete section IV. If you send the TC1 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 TC1 form?

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

Q: Do I need to list my PRAXIS scores on page 1, section D of the TC1 form?

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

Q: Does my superintendent need to sign page 1 of the TC1 form?

A: Record of experience needs to be verified by the superintendent only if you are applying for Principalship, Supervisor of Instruction, 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/>. 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. The Registrar's Office will know 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>.