CHECKLIST FOR RETURNING YOUR TC1 APPLICATION PACKET

Faxed TC1 applications cannot be accepted

Send the following items to EKU address listed above:

☐ **TC1 Form** EKU is required by EPSB to complete page 5, section IV of the TC1 application. To avoid a delay in processing, you must send all of the TC1 application to EKU. EKU will process your TC1 and send to EPSB once program requirements are complete. If EKU does not receive pages 1 and 3 of the TC1 application, important information needed for processing will be missing. Please return it to our office 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 TC1 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. The fee form 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.

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/](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.

**IMPORTANT NOTE:** The Office of Teacher Education Services will hold your TC1 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 TC1 application will be forwarded to the Education Professional Standards Board, Division of Certification. You may track the status of your application at [http://www.epsb.ky.gov/](http://www.epsb.ky.gov/).
EKU TRANSCRIPT REQUEST

Please PRINT clearly & firmly.  Print from and mail or fax to address below, if faxed credit card info must be included. Requests received with NO PAYMENT will be RETURNED TO THE STUDENT address provided below.

Student Name: ___________________________ / ___________________________ / _______________  LAST  FIRST  MIDDLE  Birthdate: ___________________________

FEDERAL LAW REQUIRES SIGNATURE (AND DATE) BELOW BEFORE TRANSCRIPT CAN BE RELEASED.

SIGNATURE: ____________________________________________________________ DATE: __________________________

EKF I.D. OR Social Security Number: ___________________________

Daytime Telephone Number: ___________________________ email: ___________________________

Student's Mailing Address:

Street__________________________________________________

City______________________________________________________________

State & Zip Code____________________________________________________________________________

Check if you are currently enrolled at EKU. Date of last attendance: Year _________

Other name used on records: ____________________________________________________________

State & Zip Code______________________________________________________________________

City_________________________________________________________________________________________________________

Street__________________________________________________

Student's Mailing Address

Name: _____________________________________________________________

Daytime Telephone Number: ___________________________ email: ___________________________

Other name used on records: ____________________________________________________________

Date of last attendance: Year _________

Mail this form to: Transcript Department, SSB 239, PO Box 58 Richmond, KY 40475-3158. You may also FAX your signed request to 859-622-6207 (include credit card info). By federal law transcripts are released only by student request and must be signed by the student. By federal law only credit card information is accepted as payment.

SAMPLE FORM

Please complete the University Transcript Request form found at http://www.registrar.eku.edu/Transcripts/.

It is very important that you select the correct option in the Special Instructions section to ensure that the correct transcript is sent to the Education Professional Standards Board.

Hold for spring, summer, or fall grades (this usually occurs several days after the end of a term)

Hold for spring, summer, or fall degrees to be posted (this usually occurs a couple of weeks after the end of a term).

When completing this section list “Teacher Cert” on the name line. The Office of the Registrar will send your official transcript to the Education Professional Standards Board in Frankfort.

Special Instructions:

A. Send now, do not hold for term grades

B. Hold for term/semester grades

C. Hold until Degree statement is on record (term: ________________)

D. Hold for change of grade (course: ___________________________)

E. Special Instructions: ____________________________________________________________________________

Method of Payment: (if request is faxed credit card info must be included)

Check or Money Order enclosed for _______________ amount. (Transcripts are $3 per copy)

Charge my Credit Card: ________ Visa or ________ MasterCard

Account Number: ____________________________________________

3-digit security # * ___________

*Found on the back of the card - normally above or following the last four digits of the account number.

Exp. Date: ___________________________ Card Holder Zip Code: ___________________________