



EASTERN KENTUCKY UNIVERSITY
OFFICE OF TEACHER EDUCATION SERVICES
521 LANCASTER AVENUE ■ 423 BERT COMBS BUILDING
RICHMOND, KY 40475-3102
(859)622-6852 or coecert@eku.edu

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/>. 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/>.

Revised 09/17/09



