

# WKU Teacher Certification Procedures

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- Submit a **TC-1 Form** (or **TC-TP Form** for Alternative Route students) to:  
Office of Teacher Certification  
Western Kentucky University  
1906 College Heights Blvd #61031  
Bowling Green, KY 42101-1031

- Submit a **Transcript Request Form** to:  
Office of the Registrar  
Western Kentucky University  
1906 College Heights Blvd #11017  
Bowling Green, KY 42101-1017

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If completing a degree, please check the box: HOLD for posting of degree. If completing a Planned 5<sup>th</sup> Year, Planned 6<sup>th</sup> Year, or Certification Only program, please check the box: HOLD for end of semester grades. Please indicate you wish for the transcript to be released to the Office of Teacher Certification. The Certification Office picks transcripts up from the Office of the Registrar daily.

**NOTE: Only Official Transcripts will be accepted.**

- Recommendations for teacher certification will be processed **only** when the following documents have been received by the Office of Teacher Certification:
  - ✓ **Completed TC-1 Form (Pages 1, 3, & 5)**
  - ✓ **Official Transcripts**
  - ✓ **Passing Praxis II or Specialty Exam Scores (where applicable)**

**NOTE: Please keep a copy of ALL Praxis scores for your records**

- Once processed, the TC-1 Form and official transcripts will be sent directly to KY's Education Professional Standards Board in Frankfort unless requested otherwise. A copy will be emailed to applicant. The certification fee should be paid directly through the EPSB's e-Pay system at [www.kyepsb.net](http://www.kyepsb.net) (or a cashier's check or money order may be mailed directly to the EPSB--never to WKU's Certification Office).

## **Other Important Information:**

- Program and testing requirements are subject to change. Students are encouraged to keep in contact with their WKU advisor regarding changes that may occur.
- For any question regarding teacher certification, please contact the Office of Teacher Certification at [teacher.certification@wku.edu](mailto:teacher.certification@wku.edu) or 270-745-4300.
- Students may verify receipt of Praxis scores, transcripts, and TC-1 Forms, and check the status of their certification by logging on to WKU's Electronic Portfolio System <http://edtech2.wku.edu/portfolio/> clicking "Student Status" and choosing "Praxis/Certification Status". To check the status of the recommendation, log on to [www.kyepsb.net](http://www.kyepsb.net) and click *View My Application History*.