

Types of Certification Forms

TC-1 Form

Must come through WKU's Office of Teacher Certification. To be completed by any student completing an educator preparation program who has taken coursework for initial, advanced, or additional certification. Students must complete pages 1, 3, and the top of page 5 and submit all three pages to the Office of Teacher Certification at WKU (the Teacher Certification Officer will complete page 5, Section IV). The form may *not* be emailed or faxed as the Educational Professional Standards Board requires original signatures. If coursework has been completed, an official transcript must be requested from the Office of the Registrar to be sent to the Certification Office at WKU. Once processed, the TC-1 Form and transcripts are mailed directly from the Certification Office to the EPSB. A copy will be emailed to the student.

Recommendations for teacher certification will be processed **only** when the following documents have been received by WKU's Office of Teacher Certification:

- ✓ **Completed TC-1 Form (Pages 1, 3, & 5)**
- ✓ **Official Transcripts**
- ✓ **Passing Praxis II or Specialty Exam Scores (where applicable)**

TC-TP Form

Must come through WKU's Office of Teacher Certification. This form is the application for a Temporary Provisional Certificate and is provided by the district to the student in the Alternative Route to Teacher Certification (Option 6) program upon offer of employment. The form must be signed by the superintendent on page 1, Section 2 verifying the subject, grade level and school year for which the position is offered. *For those students enrolled in the Alternative Route program for Exceptional Education-Learning and Behavior Disorders, the students must be employed as the full time teacher of record in an LBD classroom. They may **not** be employed in an MSD/FMD classroom.* WKU does not offer an Alternative Route for MSD certification. The student must submit the TC-TP Form to WKU's Office of Teacher Certification along with an official undergraduate transcript and a Form C Program of Study. The student must meet with an advisor to have the Form C written and submitted. Once processed, the TC-TP Form and transcripts are mailed directly from the Certification Office to the EPSB. A copy will be emailed to the student.

Recommendations for a Temporary Provisional Certificate will be processed **only** when the following documents have been received by WKU's Office of Teacher Certification:

- ✓ **Completed TC-TP Form Signed by the Superintendent**
- ✓ **Official Undergraduate Transcripts**
- ✓ **An Approved Form C Program of Study**

Temporary Provisional Certificates are valid for one year and are limited to the hiring school district. The student must reapply for the second and third Temporary Provisional Certificates. The student must pass all Praxis II exams and be ready to KTIP *before* applying for the third Temporary Provisional Certificate.

Additional Forms (www.kyepsb.net)

TC-2 Form

Does not come to WKU's Office of Teacher Certification. To be completed by a teacher who is either renewing certification based on experience or based on 15 hours of coursework toward a Rank II. This goes directly to the EPSB.

TC-36I Form

Submitted with a TC-1 Form to the Office of Teacher Certification.

Request for 1-Year Temporary Certificate for In-State Principal Applicants:

If an in-state principal or full-time assistant principal applicant requests certification after the deadline for taking the written assessments, a temporary certificate may be issued for a period of one (1) year provided the local school superintendent certifies to the Education Professional Standards Board that there is a limited number of applicants to meet the requirements of the school council selecting a principal. 16 KAR 6:030 defines *"limited" to mean 3 or less.

The principal or full-time assistant principal applicant shall take the assessments during the period of the temporary certificate. Upon successful completion of the assessments, a certificate shall be issued for an additional four (4) years. If the principal or full-time assistant principal fails the assessments, the temporary certificate will not be extended until the applicant successfully passes all assessments.

TC-EL Form

Does not come to WKU's Office of Teacher Certification. Only teachers who hold a professional teaching certificate are eligible. The student must meet with an ESL advisor have an approved ESL program form on file with the Office of Teacher Certification.

Request for Certification for Two Year Probationary English as a Second Language Endorsement:

In accordance with the regulation of the Education Professional Standards Board, the local school superintendent declares the following statements to be true:

- a. A qualified teacher is not available for the position. For purposes of this regulation "qualified" shall mean a teacher who holds the appropriate certification as an English as a second language teacher unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.

- b. I also understand that, as a condition of issuance of this probationary certificate, the teacher must hold a valid classroom teaching certificate and have completed at least one year of teaching experience. **A Statement of Eligibility is not a certificate**

TC-HQ/TCHQ-CA Forms:

Those teachers wishing to add a certification through the TC-HQ process must obtain the TC-HQ form and the TCHQ-CA form from the school district. The applicant must pass the Praxis content exam(s) and have a declared major in the area of certification being sought or score 90 points on the HOUSSE index. Passing the Praxis exams give the applicant 45 of the 90 points. The other points are achieved through coursework, awards, professional development, and/or teaching experience in the desired area of certification.

Teachers who wish to earn points through coursework, must submit a TCHQ-CA to WKU's Office of Teacher Certification (or another approved university), along with official transcripts, course descriptions and/or syllabi for the courses being evaluated, and a state mandated \$96 cashier's check or money order for the transcript analysis. There is an additional \$50 fee for adding the certification and this may be paid online at www.kyepsb.net.

For more information, please read the information below from the EPSB website, or visit the site at <http://www.kyepsb.ky.gov/certification/tchq.asp>:

The TC-HQ option was modified in the spring of 2010 to provide local school districts with new routes to assist them in responding to their changing personnel needs with a high-quality teaching workforce. The change provides increased flexibility for **fully certified Kentucky teachers*** to obtain a new certification area without additional course work. This option is governed by [Section 5 of 16 KAR 2:010](#).

Note that those holding the following types of credentials may **NOT apply for the TC-HQ: **statement of eligibility, emergency, adjunct, temporary, temporary provisional, conditional, probationary, or provisional internship.***

Which teaching subject areas may be added using the TC-HQ route?

A certificate extension or endorsement issued under TC-HQ is permitted **only** in the areas of **English, mathematics, sciences, foreign languages, or social studies. Health and physical education** areas may be added only for those teachers holding the correlative certificate.

This option may be particularly interesting to teachers who wish to extend or add to their certificates due to changes in school configurations within their districts. For example, a teacher who has been teaching 6th grade math with a K-4/P-5 certificate is allowed to do so in a P-6

school configuration. However, this assignment is “out-of-field” should the district change to a 6-8 middle school configuration. Likewise, those teachers currently holding high school certification may be interested in extending their grade range down to grade 5 via a TC-HQ.

What are the needed components to add a new certificate area or extension via TC-HQ?

Kentucky teachers must file TC-HQ application form for a certificate extension or new certification area and they meet the following requirements:

1. A valid Kentucky professional teaching certificate*;
2. a. Current employment in a certified position, or
b. A bona fide offer of employment in a certified position in a Kentucky public school; or
c. Approval of the local district superintendent;
3. Successful completion of the applicable content assessments; and
4. Either:
 - a. A declared major in the area of certification being sought; or
 - b. A combination of education, experience, professional development, awards and achievements in the area of certification being sought sufficient to demonstrate subject matter competency as evidenced by a score of ninety (90) points on the index contained within the application form, TC-HQ.

Note that those holding the following types of credentials may **NOT apply for the TC-HQ: **statement of eligibility**, emergency, adjunct, temporary, temporary provisional, conditional, probationary, or provisional internship.*

The information above can be found at www.kyepsb.net.