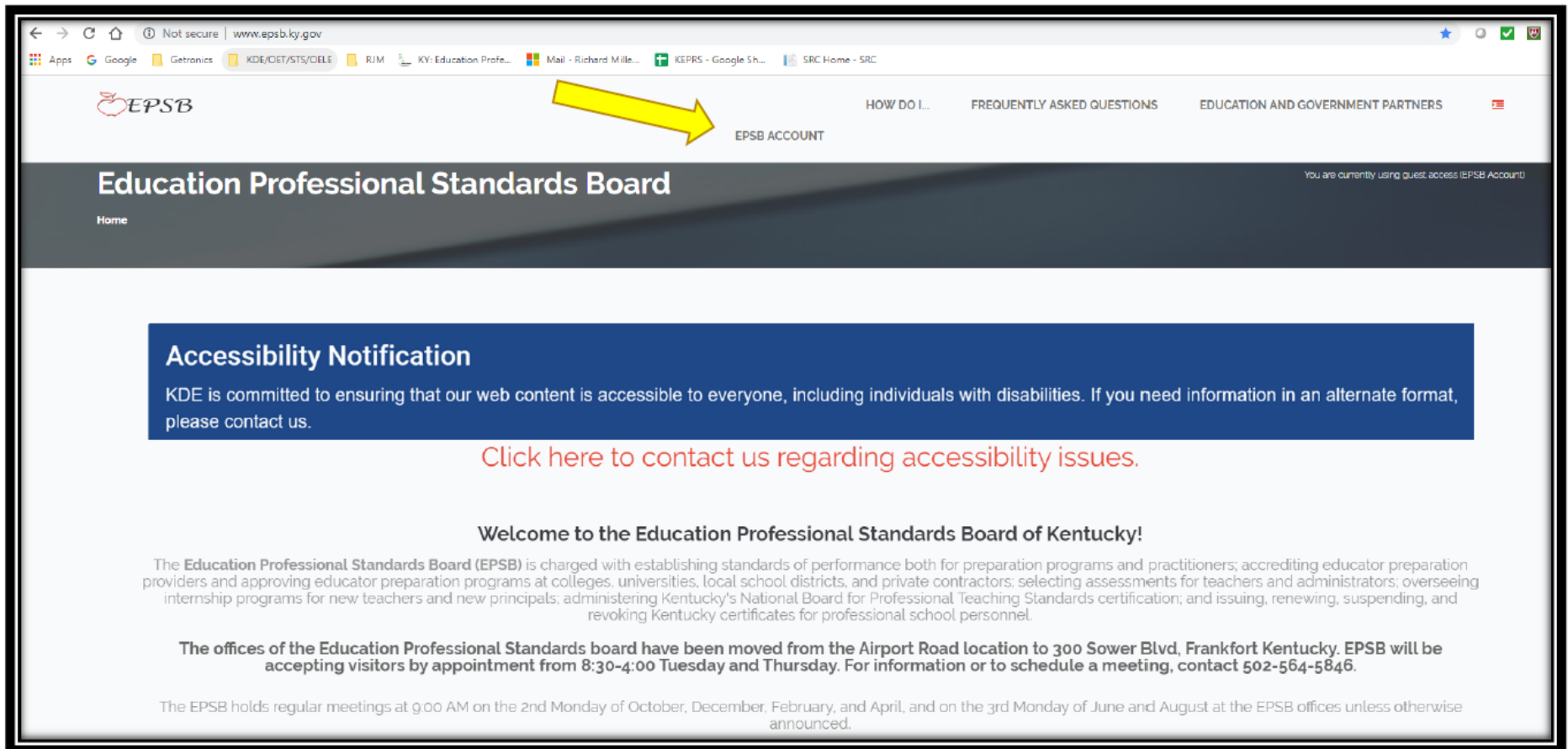


# Submitting your CA-1 or CA-2 application online through your EPSB account.

1. To begin, go to the public website for EPSB ([www.kyepsb.ky.gov](http://www.kyepsb.ky.gov)) Select the EPSB Account and continue with signing in to the system.



The screenshot shows the homepage of the Education Professional Standards Board (EPSB) of Kentucky. The browser address bar displays [www.epsb.ky.gov](http://www.epsb.ky.gov). The navigation bar includes the EPSB logo, a yellow arrow pointing to the "EPSB ACCOUNT" link, and other menu items: "HOW DO I...", "FREQUENTLY ASKED QUESTIONS", and "EDUCATION AND GOVERNMENT PARTNERS". Below the navigation bar is a dark header with the text "Education Professional Standards Board" and "Home" on the left, and "You are currently using guest access (EPSB Account)" on the right. A blue box contains an "Accessibility Notification" stating that KDE is committed to accessible web content and provides a link to contact them regarding accessibility issues. Below this is a "Welcome to the Education Professional Standards Board of Kentucky!" section, followed by a paragraph describing the board's mission and a notice that the offices have moved to 300 Sower Blvd, Frankfort, Kentucky, with updated visitor hours and contact information. The footer mentions regular meeting times.

Accessibility Notification

KDE is committed to ensuring that our web content is accessible to everyone, including individuals with disabilities. If you need information in an alternate format, please contact us.

[Click here to contact us regarding accessibility issues.](#)

**Welcome to the Education Professional Standards Board of Kentucky!**

The **Education Professional Standards Board (EPSB)** is charged with establishing standards of performance both for preparation programs and practitioners; accrediting educator preparation providers and approving educator preparation programs at colleges, universities, local school districts, and private contractors; selecting assessments for teachers and administrators; overseeing internship programs for new teachers and new principals; administering Kentucky's National Board for Professional Teaching Standards certification; and issuing, renewing, suspending, and revoking Kentucky certificates for professional school personnel.

**The offices of the Education Professional Standards board have been moved from the Airport Road location to 300 Sower Blvd, Frankfort Kentucky. EPSB will be accepting visitors by appointment from 8:30-4:00 Tuesday and Thursday. For information or to schedule a meeting, contact 502-564-5846.**

The EPSB holds regular meetings at 9:00 AM on the 2nd Monday of October, December, February, and April, and on the 3rd Monday of June and August at the EPSB offices unless otherwise announced.

# Submitting your CA-1 or CA-2 application online through your EPSB account.

2. You will need to log in to the EPSB system. If you do not have an EPSB User id – you may create one here as well. Step-by-step instructions on how to create a new EPSB User ID can be found here: <http://www.epsb.ky.gov/mod/page/view.php?id=2>

**EPSB** Education Professional Standards Board

Log in to EPSB Account and...

The EPSB's web portal allows educators to create private accounts, update demographic information, and have read-only access to their certification records with 24/7 secure access.

- **Registered members** may use the web portal to check on application status.
- **Certification** fees may be electronically paid using E-Pay.
- **School district administrators** can obtain certification data on current or potential employees using the KY Educator Certification Inquiry program.
- The **Kentucky Field Experience Tracking System (KFETS)** is an online application for tracking field experiences of teacher candidates enrolled in a Kentucky teacher preparation program and students who plan to enroll in a teacher preparation program in Kentucky.
- The **Cooperating Teacher Assignment** is used by Student Teacher Supervisors and the Cooperating Teacher Payment program to electronically complete the payment process.
- Click on the slide show icon below to view the EPSB registration process for new users.

Slideshow

**Existing User? Log in Here:**

User Name:

Password:

**New User? Create Account Here:**

**Forgot Log in Info? Reset Here:**

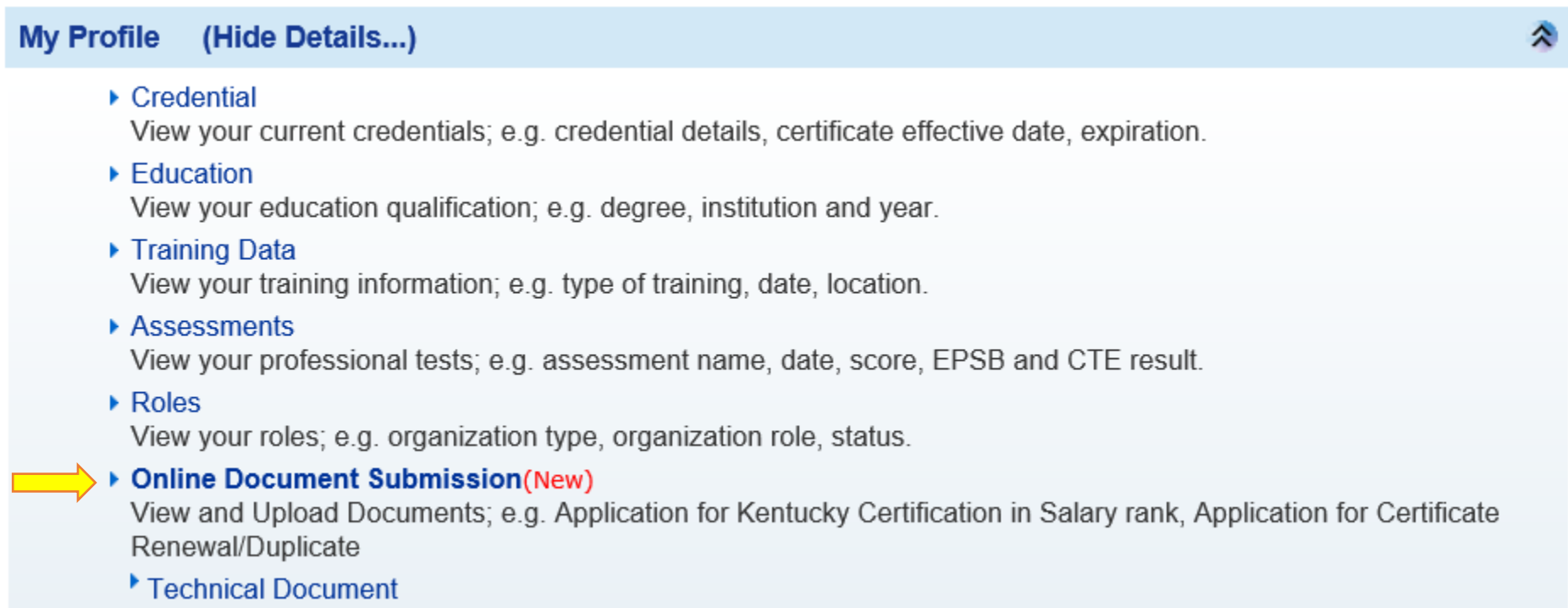
If you do not remember your user name or password you can click the Reset Account button.

This system supports the following Internet browsers on Microsoft Windows-based operating systems:

- Microsoft Internet Explorer version 7.0 or above
- For questions and comments [Click here.](#)

## Submitting your CA-1 or CA-2 application online through your EPSB account.

3. In the bottom right corner under the “My Profile” section, click on the “Online Document Submission” link.



**My Profile (Hide Details...)**

- ▶ **Credential**  
View your current credentials; e.g. credential details, certificate effective date, expiration.
- ▶ **Education**  
View your education qualification; e.g. degree, institution and year.
- ▶ **Training Data**  
View your training information; e.g. type of training, date, location.
- ▶ **Assessments**  
View your professional tests; e.g. assessment name, date, score, EPSB and CTE result.
- ▶ **Roles**  
View your roles; e.g. organization type, organization role, status.
- ▶ **Online Document Submission (New)**  
View and Upload Documents; e.g. Application for Kentucky Certification in Salary rank, Application for Certificate Renewal/Duplicate
- ▶ **Technical Document**

# Submitting your CA-1 or CA-2 application online through your EPSB account.

4. Welcome to Online Document Submission system for Educator Certifications. This welcome page explains how to prepare your documents to be uploaded and submitted to apply for your credentials. After you read these guidelines, press "Continue".

User Name: KEPRSTESADMIN | EPSB ID: 201141939 ▶

You are here: [MyAccount](#) ▶ [Home Page](#) ▶ [Online Document Submission system for Teacher Certification](#)

## How to prepare your documents so it can be uploaded.

### Scanning your documents:

Scanning is how you create electronic versions of paper applications and documents. Creating electronic copies may be accomplished through flatbed scanners as well as phones and tablets with scanning apps. Free and inexpensive scanning apps are available from such sites as Google Play and the Apple iTunes app stores.

- Follow the instructions provided with the scanner by the manufacturer and/or via the software or app.
- Save each file as a PDF or image file such as a .jpg or .png.
- We suggest you include your name and a description of what the file contains in the file name. For example, "Jane Doe renewal app.pdf" or "Jane Doe fingerprint card.jpg".

Note: If you don't have a scanner at home, you may be able to scan documents at a local library or your school if the copier has scanning functionality. In that case, save the scanned documents to a USB drive or e-mail them to yourself so that you may access them later when submitting your application materials online. Attention: If you're using a public computer, always protect your personal information. Never save scanned files to the computer's local hard drive. Always completely log out of online resources, close the browser and log out of the computer if appropriate.

- Take a clear photograph of the document and save the photograph to your computer or external device.
- Have the paper document scanned as an electronic file. You can use your home printer if it has a scan option, or take it to any store, library, college or the school district that has a scanning services. You can bring a portable flash drive to save the electronic file on or email the scanned document to yourself.

### The electronic file:

- Accepted formats: .pdf, .jpeg, .jpg, .gif, .png, .tiff, .bmp
- Maximum file size: 10MB
- File names can't include special characters like / \ : \* ? \* < > |

### How to upload a document.

- Step 1. Search the certification database by entering the applicant's social security number. Click the button label "Fetch" to search the database. Click the button "Click here to upload files" to begin uploading the necessary documentation.
- Step 2. Select the type of application from the dropdown menu.
- Step 3. Please describe to us the type of file being uploaded. (Ex.Transcript, College Recommendation, Application Form)
- Step 4. You may enter a optional comment if needed.
- Step 5. Browse for the documents by choosing the "Select files" button" and locate the files you have saved to your computer or external device. Click the upload button when your finished selecting documents.
- Step 6. Click the Upload button to begin the the final phase of submitting the applicants. Your application will have a status " Not Yet Submitted" until you click on the button label "Submit to EPSB". Click on the button labeled "Upload additional files" if you have additional files to upload.
- Step 7. The applicant will recieve a email from EPSB once the application has been approved.
- Step 8. Click on the Report tab to up load additional documents or check the status.

Notes: You can see what type of documents have been attached by highlighting the record. Uploading of additional documents can continue until the application has been approved. Documents can be deleted until the application has been submitted to EPSB.

[Continue](#)

# Submitting your CA-1 or CA-2 application online through your EPSB account.

5. The Online Document Submission allows you to select which application to download, print, fill in, scan and upload to begin the Application Process.
  - a. You can Click on “Update Demographics” if you want to update your profile information and demographics.
  - b. You may select the line item for the type of application form to download.
  - c. You may select the action button to “Begin the Application Process”.
  - d. You can also check for other application information by selecting “Check Existing Application Status”.

Welcome **KEPRSTESADMIN**, what would you like to do today?

Application	Form	Action
▶ a. Application for Rank Change, Initial or Adding Certification	Click here to download and print your application form	Click Here to Begin the Application Process
▶ b. Application for Renewal or Duplicate Certification	Click here to download and print your application form	Click Here to Begin the Application Process

Update Demographics

Check Existing Application Status

The screenshot shows a user interface for submitting an application. At the top, it says "Welcome KEPRSTESADMIN, what would you like to do today?". Below this is a table with three columns: "Application", "Form", and "Action". The table contains two rows of application options. To the right of the table is a button labeled "Update Demographics". Below the table is another button labeled "Check Existing Application Status". Four blue arrows with letters 'a', 'b', 'c', and 'd' point to the "Update Demographics" button, the first row of the table, the "Click Here to Begin the Application Process" button in the first row, and the "Check Existing Application Status" button, respectively.

# Submitting your CA-1 or CA-2 application online through your EPSB account.

When you select “Begin the Application Process”, the system will display the name of the application you are processing. You can add a description for your application and also provide additional comments. The next step is to attach one or more files that will be used and referenced for the application processing. Please note that you cannot create or submit the same application form twice.

The screenshot shows the online application system interface. At the top, it displays the user name 'KEPRSTESTADMIN' and EPSB ID '201141939'. Below this, the breadcrumb navigation shows 'MyAccount > Online Certification > Welcome to Online Certification System'. The main content area includes an 'Application Home' button, a dropdown menu for selecting an application (currently set to 'Application for Kentucky Certification or Change in Salary Rank'), a text field for the 'Description of File' (containing 'My application for certification'), and a 'Comments' text area (containing 'This is my CA-1 application for John Doe - to be an Elementary Teacher.'). A 'Select files...' button is located below the comments. A yellow arrow points from the dropdown menu to the text 'Name of Application'. Another yellow arrow points from the 'Select files...' button to an 'Open' file explorer window. The file explorer window shows a list of files in the 'EPSB' folder, including 'Proficiency Evaluation Plan - Applicati...', 'Proficiency Evaluation Plan - Guideline...', 'KY Signed Agreement.pdf', 'EPSB Original Flow Diagrams for Ed Pr...', 'OELE Documentation Matrix.xlsx', 'EPSB Applications and Rights.xlsx', 'Strategic Plan Update Report (October...', 'Strategic Plan Update Report 2015-08-...', 'ProgramApproval.docx', 'CAEP to KY Regulations.xlsx', 'School\_Library\_Media\_SPA\_Assessme...', 'IP 1140 QUICK REFERENCE.pdf', 'KCEWS\_AACTE Base February 23 2015...', 'KCAS - June 2013.pdf', 'KCEWS\_AACTE Base February 2015 K...', 'CIP Codes.xls', and 'AIMS Review.docx'. The file explorer also shows the file name field and 'Open' and 'Cancel' buttons.

User Name: KEPRSTESTADMIN | EPSB ID: 201141939

You are here: [MyAccount](#) > [Online Certification](#) > Welcome to Online Certification System

[Application Home](#)

Please select an Application: **Application for Kentucky Certification or Change in Salary Rank**

Description of File:  (Ex: Application Form, Transcript, Receipts...)

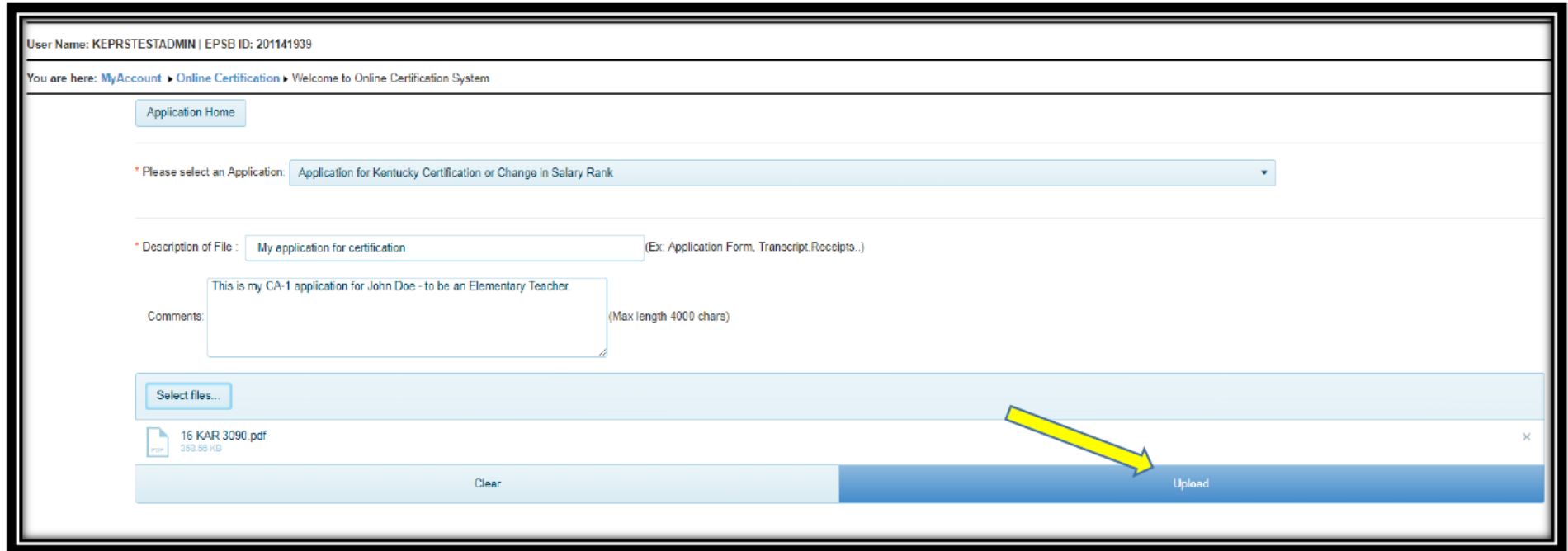
Comments:  (Max length 4000 chars)

[Select files...](#)

Copyright © 20...

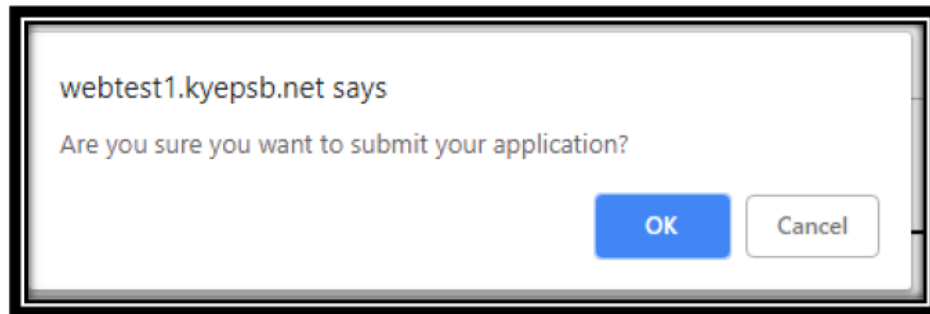
## Submitting your CA-1 or CA-2 application online through your EPSB account.

Once you have selected the file or multiple files, you can “Upload” them as part of your application.



The screenshot shows the user interface of the online certification system. At the top, it displays the user name 'KEPRSTESTADMIN' and EPSB ID '201141939'. Below this, a breadcrumb trail indicates the user is in 'MyAccount > Online Certification > Welcome to Online Certification System'. A button labeled 'Application Home' is visible. The main form area includes a dropdown menu for selecting an application type, currently set to 'Application for Kentucky Certification or Change in Salary Rank'. Below this is a text input field for the 'Description of File', containing 'My application for certification'. A 'Comments' section contains a text area with the text 'This is my CA-1 application for John Doe - to be an Elementary Teacher.' and a note '(Max length 4000 chars)'. At the bottom, there is a file upload area with a 'Select files...' button. A file named '16 KAR 3090.pdf' (353,55 KB) is shown as attached. A yellow arrow points to the 'Upload' button in the bottom right corner of the file area.

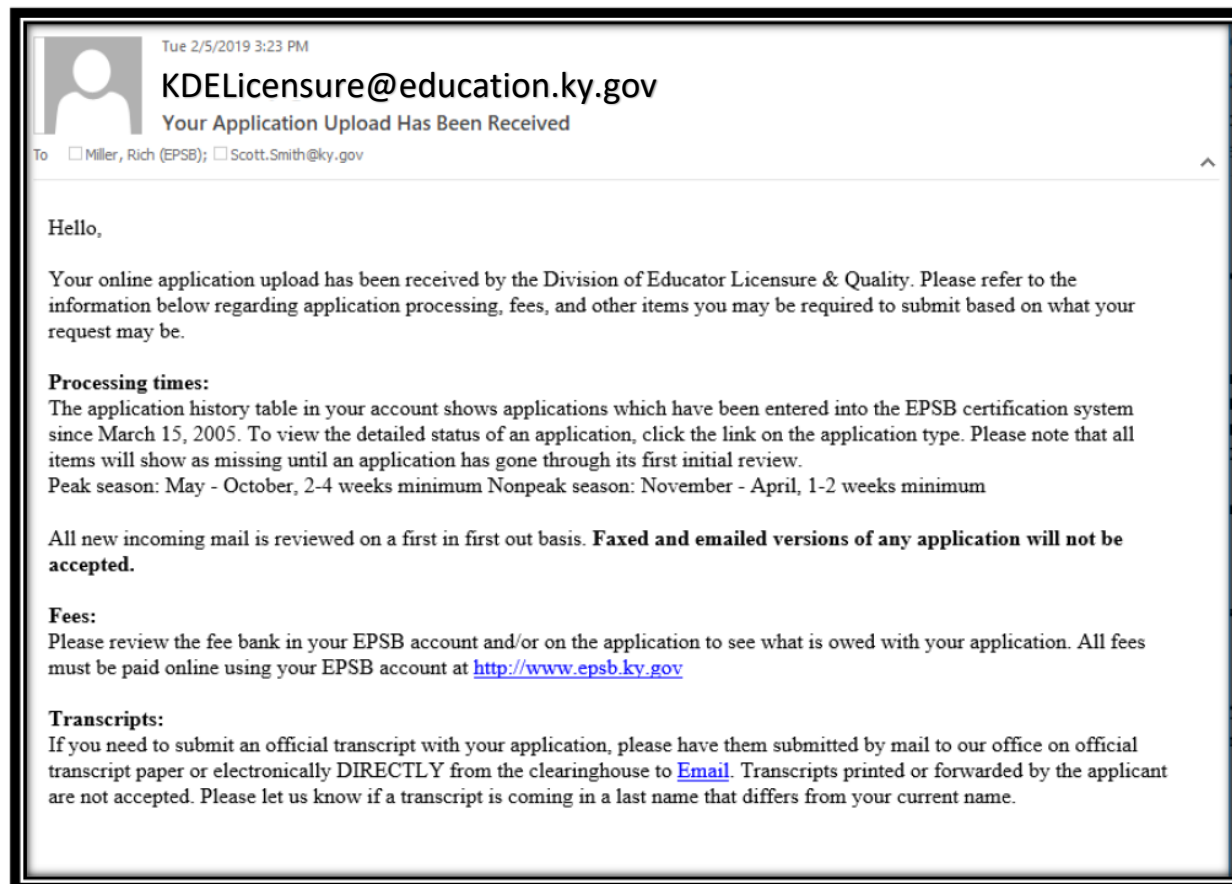
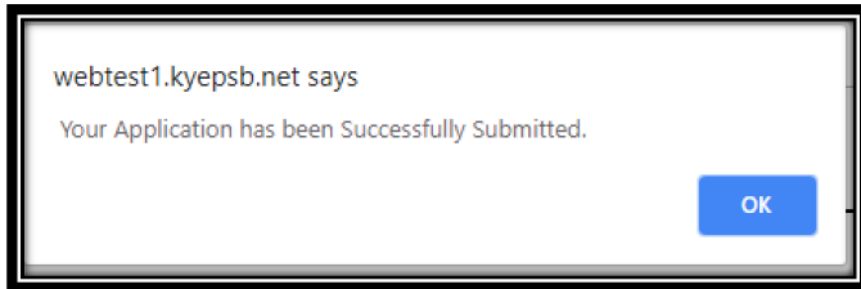
When you are ready to submit all of your documents for the application to be processed, you may click on the “Submit Application” button. You will be asked by the system “**Are sure you want to submit your application?**” Once you click OK – you can no longer delete the documents you have attached. You may attach more documents, but you cannot delete the documents previously attached.



The screenshot shows a confirmation dialog box with the text 'webtest1.kyepsb.net says' and the question 'Are you sure you want to submit your application?'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

## Submitting your CA-1 or CA-2 application online through your EPSB account.

When you select OK from the previous question – and the system has submitted your application, you will get a confirmation message and a confirmation email.





# Submitting your CA-1 or CA-2 application online through your EPSB account.

## FAQ

**Q: I need to add additional documents to an already pending application, how do I submit them online?**

- A:
1. Login to your EPSB account from our website at [www.epsb.ky.gov](http://www.epsb.ky.gov)
  2. Click on the "Online Document Submission" link in the bottom right hand corner of your home page.
  3. Click "Continue" on the Document Preparation page.
  4. Click "Check Existing Application Status".
  5. Click the "Upload or View Files" button and add the documents needed to the application.  
*\*\*You do **NOT** need to click the "Submit Application" button again.\*\**

**Q: I have a different application other than the CA-1 or the CA-2. Can I submit that online?**

A: No, you will need to give the application to the HR Designee or the Director of District Personnel at your district so they can upload the application.

**Q: Can I upload official transcripts with my application?**

A: No, applicants are not permitted to upload their own transcripts. Official transcripts can be submitted two ways:

- Sent by mail from the Registrar's office to KDE Certification, 300 Sower Blvd., 5th Floor, Frankfort, KY 40601.
- Electronic transcripts sent DIRECTLY from the institution or the third-party transcript provider to [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov). Electronic transcripts are not accepted if printed by or forwarded by the applicant.

Please let us know if transcripts are coming in a last name that is different than your current name.

**Q: It says my application has been approved but there is no PDF available to download. Why is the PDF not available?**

A: Most likely your application was approved within the last 3-5 days. All applications are double checked for accuracy after given the initial approval. If you haven't received an automated email from [KDElicensure@education.ky.gov](mailto:KDElicensure@education.ky.gov) with instructions on how to print your new certificate, it is still waiting to be double checked. If it has been over 5 business days since the application has been approved, please contact the Certification office at (502) 564-5846, option 5, and any available consultant will be able to assist you.