

Archdiocese of Louisville Instructions for Certification Renewal

Process for Certification

as of June 15, 2022

As of May 2, 2022, all educators applying for initial certification, renewal or rank change will now complete the process through the [Kentucky Educator Credentialing System](#) (KECS). The system is limited for non-public schools. Please carefully read the instructions below and share with your faculty for certification renewal.

ELEMENTARY SCHOOL

CA-2: Renewal– for those seeking recertification...

If Assistant Superintendent initiates application in KECS (preferred process)

1. Applicant completes the *Private School Experience Verification Form* (accessed at link below or on KECS website).
2. Applicant signs name and social security number (last four digits) and returns to Assistant Superintendent for employment verification and signature.
3. **Assistant Superintendent will initiate the application in KECS.**
4. Assistant Superintendent will upload the *Private School Experience Verification Form*.
5. The applicant will receive an email prompting him/her to complete the character and fitness form online through KECS.
6. The applicant pays the fee of 85.00 for renewal.

If teacher initiates application in KECS

1. Applicant creates an account in KECS.
2. Applicant completes the *Private School Experience Verification Form* (accessed at link below or on KECS website).
3. Applicant signs name and social security number (last four digits) and returns to Assistant Superintendent for employment verification and signature.
4. Assistant Superintendent will sign the form and email it back to the applicant who will upload it in the KECS system.
5. The applicant will complete the character and fitness form online through KECS.
6. The applicant pays the fee of 85.00 for renewal.

FOR HIGH SCHOOL

CA-2: Renewal – for those seeking recertification...

1. Applicant creates an account in KECS.
2. Applicant completes the *Private School Experience Verification Form* (accessed at link below or on KECS website).
3. Applicant signs form and fills in social security number (last four digits).
4. Principal or school designee then completes the school section of the form: employment verification dates, number of days paid, number of days in year, full or part time, job title, general job duties, and signature.

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5. The principal or school designee scans and emails to Assistant Superintendent. *form is only valid if it comes directly from principal or school designee
6. Assistant Superintendent will sign the form and email it back to the applicant who will upload it in the KECS system.
7. The applicant will complete the character and fitness form online through KECS.
8. The cost is 85.00 for renewal.

FOR ELEMENTARY AND HIGH SCHOOL

CA-TP: Temporary Provisional (option 6) – those seeking this credential should...

1. Create an account in KECS if you don't have one.
2. Complete page 1 of the old form (linked below) and submit to principal.
3. Principal will verify **employment information and content** and email to Assistant Superintendent. **No other part of this form needs to be completed. Everything else is now electronically accessed in KECS.**
4. Assistant Superintendent will start an application in KECS.
5. Candidate will receive email to complete her/his part of the form.
6. The EPP will complete its part in KECS.

(Sometimes the EPP begins the process. If that happens, I will still need the first page of the employment verification and grade/subject assignment completed and emailed to me.)

LINKS TO FORMS

[Private School Experience Verification Form](#)

[Temporary Provisional Verification of Employment with Grade and Subject](#)

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[Please click here](#) to access the [KECS system](#).