

## **Archdiocese of Louisville Instructions for Certification Renewal**

### **Process for Certification as of September 15, 2025**

As of May 2nd, 2022, all educators applying for initial certification, renewal, or rank change will now complete the process through the Kentucky Educator Credentialing System (KECS). Please follow the guided steps below to support the teacher certification and renewal process.

#### **CA-2: Renewal – FOR ELEMENTARY SCHOOL**

If the **Assistant Superintendent initiates the application** in KECS (**preferred process**)

1. Applicant requests the Out of State/Private School Experience Verification Form (linked below).
2. Applicant signs name and social security number (last four digits) and returns to the Assistant Superintendent for employment verification and signature.
3. Assistant Superintendent will initiate the application in KECS.
4. The Assistant Superintendent will upload the Out of State/Private School Experience Verification Form.
5. The applicant will receive an email prompting them to complete the character and fitness form online through KECS.
6. The applicant pays the fee of 85.00 for renewal.

#### **If the **teacher initiates** the application in KECS**

1. Applicant creates an account in KECS.
2. Applicant requests the Out of State/Private School Experience Verification Form from the Office of Catholic Schools (linked below).
3. Applicant signs name and social security number (last four digits) and returns to the Assistant Superintendent for employment verification and signature.
4. The Assistant Superintendent will sign the form and email it back to the applicant, who will
5. upload it to the KECS system.
6. The applicant will complete the character and fitness form online through KECS.
7. The cost is 85.00 for renewal.

#### **CA-2: Renewal – FOR HIGH SCHOOL**

1. Applicant creates an account in KECS.
2. Applicant completes the Out of State/Private School Experience Verification Form from the Office of Catholic Schools (linked below).
3. Applicant signs the form and fills in the 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 the year, full or part-time, job title, general job duties, and signature.
5. The principal or school designee scans and emails it to the Assistant Superintendent.  
\*Form is only valid if it comes directly from the principal or school designee
6. The Assistant Superintendent will sign the form and email it back to the applicant, who will upload it to the KECS system.

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7. The applicant will complete the character and fitness form online through KECS.
8. The cost is 85.00 for renewal.

### CA-TP: Temporary Provisional (**option 6**)

*Sometimes the Education Preparation Program (EPP) begins this process. If so, the teacher candidate needs to email the Assistant Superintendent and copy their principal to provide verification of original hire date, grade(s) and subject(s) assigned.*

1. Create an account in KECS if you don't have one.
3. The principal will verify employment information and content, and email the Assistant Superintendent with the teacher's name, subject areas taught, and the date of original hire on the contract.
4. The **Assistant Superintendent will start the application** in KECS.
5. The candidate will receive an email to complete her/his part of the form.
6. The EPP will be notified to complete their part.

### Contact Information

**Dr. Trevor Timmerberg**, Assistant Superintendent

[ttimmerberg@archlou.org](mailto:ttimmerberg@archlou.org)

**Lori Weiter**, Administrative Assistant – Office of Catholic Schools

[lweiter@archlou.org](mailto:lweiter@archlou.org)

PHONE: 502.585.3291

### Links

[KECS website](#)

[Out of State/Private School Experience Verification Form](#)