

EDUCATION PROFESSIONAL STANDARDS BOARD
Division of Certification
100 Airport Road, 3rd Floor, Frankfort, KY 40601
(502) 564-4606; (888) 598-7667
www.epsb.ky.gov

Form TC-4
Rev. 10/2009

Application for Emergency Substitute Certification

Section I -- District Information

District: Elizabethtown Independent District Code Number: 152

Telephone Number: (270) 765-6146 FAX Number: (270) 765-2158

Section II -- Verifications

Prerequisites for Approval (pursuant to KRS 161.100; 16 KAR 2:030):

1. Diligent efforts have been made to recruit a qualified teacher, and the need to fill this position has been made known locally by appropriate means.
2. No qualified teachers have applied for this position, and, as best as can be determined, a qualified teacher is not available for this position. For purpose of this regulation, "qualified" shall mean a teacher who holds the appropriate certification unless the superintendent of the employing school district has documented evidence that the teacher is unsuitable for appointment.
3. This position will be filled by the best qualified person available, giving preference to the factors of academic preparation, prior teaching experience or related educational work, and personal attributes compatible with the demands of the teaching profession.
4. The person named in this application sustains good moral character and is at least 18 years of age. (Applicant MUST fill out Section IV on the reverse side of this form. If the answer to any question in Section IV is "YES," district MUST submit this application to the Education Professional Standards Board.)
5. The applicant has complied with the criminal records check required in KRS 160.380.
6. The district shall comply with the priority selection process for employment established in 16 KAR 2:030, Section 2, for substitute teachers.
7. Applicant must have 2.5 cumulative GPA or 3.0 on last 60 hours. (This condition is not required for applicants who possess a bachelor's degree in any subject area from a regionally or nationally accredited post-secondary institution as established in KRS 161.102)

I verify that the aforementioned prerequisite conditions/requirements have been met.

Signed _____ Date _____
Superintendent of Schools

Number of board order declaring qualified teacher not available for this position _____ Date of board order number _____

(ADDITIONAL NOTE: After OELE receives this information, reviews it, and approves it, they electronically forward a Character and Fitness Statement to the applicant. The applicant has to provide additional informations to OELE regarding their background and criminal history (if any) before the standards board will approve the certificate for substitute teaching. The district, of course, conducts a national and state background check and has record of it on file.)