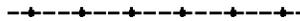


# Using KECI

## Kentucky Educator Certification Inquiry

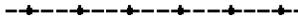


## *Functions of KECI*

<b>Search</b>	SSN: <input type="text"/>	<b>Permissions:</b>
<b>LEAD Home</b>	EPSBD: <input type="text"/>	Selecting items in this list will allow you to identify those legally permitted to teach in the areas selected. You can limit a search to a district or a school. If an expected staff member does not appear in the results, verify they hold a role in the district searched by searching using the staff member's ssn and reviewing the Roles page.
<b>Forms Library</b>	Training: <input type="checkbox"/> KTIP <input type="checkbox"/> ECE <input type="checkbox"/> KPIP <input type="checkbox"/> TPA	Job: <input type="text" value="Select a Job"/>
<b>District Role Manager - Adair County</b>	First Name: <input type="text"/>	Content: <input type="text" value="Select a Content"/>
<b>Reports</b>	Last Name: <input type="text"/>	Population: <input type="text" value="Select a Population"/>
	District: <input type="text" value="Adair County"/>	Grade Low: <input type="text" value="Select a Low Grade"/>
	School: <input type="text"/>	Grade High: <input type="text" value="Select a High Grade"/>
	<input type="button" value="Search"/>	

- \* Assign Roles
- \* Search credentials
- \* Search permissions
- \* Create a list of people with specific permissions
- \* Edit and print District Role Report
- \* Print or export
  - Active Certification Report
  - Expired Certification Report
  - Credential Code list

# *Reports*



## *Reports Page*

Search

LEAD Home

Forms Library

District Role Manager -  
Adair County

Reports

[Certification Codes](#)

[Active Cert Report - Adair County](#)

[Expired Cert Report - Adair County](#)

[Print Role Report - Adair County](#)

Information contained on this page is subject to change, reprogramming, modifications of format, and availability at the direction of the Education Professional Standards Board (EPSB), and may not at any particular moment reflect the true status of permissions for a certified educator due to ordinary limitations, delay, or error in the system's operation.

The EPSB disclaims any warranties as to the validity of the information obtained from this page. The recipient is solely responsible for verifying information received through cross-referencing the official record in the EPSB's Division of Certification. The EPSB shall not be liable to the recipient, or to any third party using the system or information obtained therefrom, for any damages whatsoever arising out of the use of this application.

Please contact the Division of Certification with any questions on credentials or permissions.

Email [DCERT@KY.GOV](mailto:DCERT@KY.GOV) regarding questions or concerns about any of the data displayed.

# Active Certification Report



Education Professional Standards Board

USER: CGOUSEY  
Kentucky Educator Certification Inquiry



- Search
- LEAD Home
- Forms Library
- District Role Manager - Adair County
- Reports

## Active Certification Report

[Hide Message](#) [Print Preview](#) [Export to File](#)

The list below is provided by the Education Professional Standards Board as a courtesy to you, and no claim is made that this list is necessarily exhaustive. It is correct only according to our data records and errors or omissions may exist for any number of reasons.

KRS 160.370 stipulates that the superintendent 'shall be responsible for the hiring and dismissal of all personnel in the district.' Ultimately, of course, each professional staff member is responsible for ensuring that his/her certification is renewed in a timely manner.

If you have questions regarding this list, please contact our office (502-564-4606) and ask for our Division of Certification Director.

Organization	EPSB ID	SSN	Person Name	Role	Code	Credential	Expiration Date
Adair County				Elementary Consultant	FVTZ	Endorsement For Supervisor Of Instruction, Elementary, Secondary, 12-Grade	Life
					SEM	Standard Elementary Certificate, Grades 1-8	Life
					FEPZ	Endorsement For Elementary School Principal, Grades K-8	Life
				Teacher, Migrant Advocate	FSPZ	Endorsement For Secondary School Principal, Grades 7-12	Life
					SHM	Standard High School Certificate, Grades 7-12	Life
					S03	Endorsement For Special Education-Educable Mentally Retarded, Grades 7-12	Life
					KGT	Endorsement For Kindergarten Classroom Teaching	Life

# Expired Certification Report



Education Professional Standards Board

USER: CGOUSEY  
Kentucky Educator Certification Inquiry



- Search
- LEAD Home
- Forms Library
- District Role Manager - Adair County
- Reports

## Expired Certification Report

[Hide Message](#) [Print Preview](#) [Export to File](#)

The list below is provided by the Education Professional Standards Board as a courtesy to you, and no claim is made that this list is necessarily exhaustive. It is correct only according to our data records and errors or omissions may exist for any number of reasons.

KRS 160.370 stipulates that the superintendent 'shall be responsible for the hiring and dismissal of all personnel in the district.' Ultimately, of course, each professional staff member is responsible for ensuring that his/her certification is renewed in a timely manner.

If you have questions regarding this list, please contact our office (502-564-4606) and ask for our Division of Certification Director.

Organization	EPSB ID	SSN	Person Name	Role	Code	Credential	Expiration Date
Adair County				Director of Special Education, Preschool Coordinator	PMBF	Provisional Certificate For Teaching In The Middle Grades 5-8 (And For Other Assignments As Identified By Kentucky Program Of Studies)	06/30/2007
					PDS	Professional Certificate For Director Of Special Education	06/30/2007
					PLDF	Provisional Certificate For Teachers Of Exceptional Children-Learning And Behavior Disorders, Grades K-12	06/30/2007
				School District Superintendent, Certified Vacancies Hiring Contact	PAPP	Professional Certificate For Administrator Of Pupil Personnel Services	06/30/2007
				Teacher	KMU	Professional Certificate For Teaching Music, All Grades	06/30/2007
				ESS Coordinator	MLDF	Standard Certificate For Teachers Of Exceptional Children-Learning And Behavior Disorders, Grades K-12	06/30/2007
Adair County Elementary School				Teacher	TPLB	Temporary Provisional Certificate For Learning And Behavior Disorders, Grades Primary through 12	06/30/2007

## Print District Role Report

Adair County

Role	Name	Remove	Replace With (Name, SSN)
Business Consultant		<input type="checkbox"/>	
Dir of Pupil Transportation		<input type="checkbox"/>	
Director of Facilities		<input type="checkbox"/>	
Director of Federal Programs		<input type="checkbox"/>	
		<input type="checkbox"/>	
Director of Finance and Business		<input type="checkbox"/>	
Director of Pupil Personnel		<input type="checkbox"/>	
Director of Special Education		<input type="checkbox"/>	
Dist Admin - Staff Supervisor		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
District Assessment Coordinator		<input type="checkbox"/>	
District Tech Coordinator		<input type="checkbox"/>	
District Textbook Coordinator		<input type="checkbox"/>	
		<input type="checkbox"/>	
ESS Coordinator		<input type="checkbox"/>	
Family Resource Center Coordinator		<input type="checkbox"/>	
Family Resource/Youth Service Ctr Coord		<input type="checkbox"/>	
Gifted and Talented Coordinator		<input type="checkbox"/>	
Health Insurance Coordinator		<input type="checkbox"/>	
Instructional Coordinator		<input type="checkbox"/>	
		<input type="checkbox"/>	
KEES Coordinator		<input type="checkbox"/>	
KTIP District Coordinator		<input type="checkbox"/>	

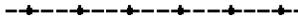
## Credential Code Export

Search	Export To File	Credential	Description	Type	Status
LEAD Home		770	Dry Cleaning	Area	Active
Forms Library		797	Plant Maintenance	Area	Active
District Role Manager - Adair County		207	Trades And Industrial Education	Area	Active
Reports		744	Medical Secretary	Area	Active
			Warehouse-Transportation	Area	Active
		NBPTS	Certified by the National Board for Professional Teaching Standards	External Credential	Active
		KETI	Provisional Internship Certificate for Teaching Technology Education Grades 5 Through 12	Certificate	Active
		KVL2	Professional Certificate For Instructional Leadership -- Supervisor of Instruction Grades K-12, Level II	Area	Active
		AJCD	ADJUNCT INSTRUCTOR FOR COMMUNICATION DISORDER	Certificate	Active

### \* List of all certificate codes

- Includes Active, Deprecated (not issued new, but still renewed), and Obsolete codes
- Can be exported to an Excel File or can be opened in Notepad as a text file

# Role Management



## Searching

EPSB Education Professional Standards Board

USER: GOODSEY  
Kentucky Educator Certification Inquiry

Search SSN: \_\_\_\_\_  
LEAD Home EPSPID: \_\_\_\_\_  
Forms Library Training: KTIP ECE KPIP TPA  
District Role Manager - Adair County First Name: Cynthia  
Last Name: Godsey  
District: \_\_\_\_\_  
Search

Your search returned 2 records!  
*Click on the headers to sort by header name*

Name	District	School	Role(s)
Godsey, Cynthia Lee Weaver	Adair County	Adair County	LEAD Coordinator
Godsey, Cynthia Lee Weaver			LEAD Coordinator

- ✱ Search by SSN or Name
  - Do not enter the district or school
- ✱ Click on the person's name

# Assign New Roles

 Education Professional Standards Board
 
 USER: CGODSEY  
Kentucky Educator Certification Inquiry

Cynthia Lee Weaver Godsey

**Credentials**

Cred	Description	Effective	Expires	Restricted To
Do Not Print (00)				
RANK2   Rank II		07-01-2004	--	
Cert Issued (30)				
A82	Area Specialization: Vocal Music	07-01-1997	--	
PMVF	Provisional Certificate For Teaching Vocal Music, Grades K-12	07-01-1997	06-30-2012	

Note: Suspended and revoked credentials are shown with red text with a strike through line.

✧ Choose "Roles"

# Assign Roles

 Education Professional Standards Board
 
 USER: CGODSEY  
Kentucky Educator Certification Inquiry

Cynthia Lee Weaver Godsey

**Jobs**

[Click Here to Add New Role](#)

Edit	Organization ID	Organization Type	Organization	Role	Status	Begin Date	End Date	Last Update ID	Last Update Date
<a href="#">Edit</a>	6433	State Agency	EPSB-Division of Certification	LEAD Coordinator	Active	03/01/2005	--	CGODSEY	05/13/2005
<a href="#">Edit</a>	1	District	Adair County	LEAD Coordinator	Active	05/31/2007	--	CGODSEY	05/31/2007

\* This data is maintained by district staff. Questions about roles should be directed to the Director of District Personnel.

✧ Choose "Click Here to Add New Role"

# Assign Roles


Education Professional Standards Board
USER: CGODSEY  
(Kentucky Educator Certification Inquiry)

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- Search
- LEAD Home
- Forms Library
- District Role Manager - Adair County
- Reports
- Credentials
- Roles
- Permissions
- Education
- Professional Tests
- Training
- Demographics
- View Application Status

Cynthia Lee Weaver Godsey

**Jobs**

[Click Here to Add New Role](#)

Add New Role:

Organization Type:

Organization:

Role:

Role Status:

Begin Date: -- \* (mm-dd-yyyy)

\* This data is maintained by district staff. Questions about roles should be directed to the Director of District Personnel.

# View and Edit District Role Report


Education Professional Standards Board
USER: CGODSEY  
(Kentucky Educator Certification Inquiry)





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- Search
- LEAD Home
- Forms Library
- District Role Manager - Adair County
- Reports

**District Role Report.**

Organization	EPSB ID	SSN	Person Name		
Adair County	0000		Coordinator	Reassign	Remove
	2003		School He	Reassign	Remove
	2000		School Nurse	Reassign	Remove
	0000		Dir of District Personnel	Reassign	Remove
			Director of Facilities	Reassign	Remove
	2000		Gifted and Talented Coordinator	Reassign	Remove
	0000		Teacher	Reassign	Remove
	0000		Other Certified Position	Reassign	Remove
	2009		School Nurse	Reassign	Remove
	0000		District Assessment Co	Reassign	Remove
			District KPIP Coordinator	Reassign	Remove
			District KTIP Coordinator	Reassign	Remove
			District Textbook Coordinator	Reassign	Remove
			LEAD Coordinator	Reassign	Remove
			Professional Devt Coordinator	Reassign	Remove
			Supervisor of Instruction	Reassign	Remove
			WEB App. Admin. Point of Contact- WAAPOC	Reassign	Remove
	0000		ESS Coordinator	Reassign	Remove
	2002		Teacher	Reassign	Remove
	2000		Teacher	Reassign	Remove

Use the reassign button to give the same role to a new person

Use the remove button to deactivate a role for an individual

## *Roles Update*

- ✧ Prior to LEAD
  - Verify roles of principals, MUNIS contact, superintendent, and LEAD coordinator
- ✧ After LEAD is complete each semester:
  - Verify KECI role assignments
  - Make corrections
- ✧ Update as people move in or out of the district
- ✧ ***Information in KECI must be correct and up to date to create accurate role and certification reports!***

## *Permissions Help*

- ✧ For help using the permissions tool, go to <http://www.kyepsb.net/help/index.asp> and click “KECI Permissions”