



## HARLAN COUNTY SCHOOLS

### Applicant Instructions for Online Emergency Substitute Teaching Application Kentucky Education Professional Standards Board (EPSB)

- If you do not have teaching certification, you **MUST** create an account with EPSB (Steps 1-2). An emergency substitute teacher application (CA-4 Form) will be started on your behalf once you have turned in all of the required documents found within the Employment Packet/Checklist and attended the mandatory Employee Compliance Training. When the CA-4 has been started, you will receive an e-mail to complete the application (Steps 3-5).
- You **MUST** have an active e-mail address to apply for this position.
- You **WILL** be required to present an official transcript (or have one on file with the district) showing at least 64 acceptable university semester credit hours with a 2.5 GPA to apply for this position.

#### Applicant Steps

1. Go to [www.epsb.ky.gov](http://www.epsb.ky.gov) or click the link provided in e-mail notification from your district.
  - Click on the **EPSB Account** button at the top of the screen
  - If necessary, create your new account on the right side of the login page by clicking on the "New User? Create Account Here" button
2. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.
  - Make sure all your personal information is correct when you establish your EPSB account
  - Should you lose/forget/need to reset your password at a later date, you will need your birthdate and SS# to be accurate in your account
  - Resetting passwords may be done by the user at the login screen referenced above
  - You do **NOT** need to contact EPSB to reset your password
3. Once logged in, click on "My Application Status-View Details" on the lower left of the screen.
4. You will then see information on your application (CA-4) and you should click on the live link to complete the process on your **pending** application
5. Complete each of the 4 steps to finalize your application
  1. Verify personal information
    - Click "Save and Next"
  2. Add any previously held out of state teaching certificate (if applicable)
    - Click "Next"
  3. Answer all Character & Fitness questions
    - Each question must be answered by clicking on the small pencil in the "Edit" column
    - If answering "NO," click "Save"
    - If answering "YES," explanation is required
  4. Enter Password to digitally sign and submit the application.

After the applicant submits, there are two choices:

- If the CA-4 application process is successful, the applicant will receive a live link to PRINT your Emergency Substitute Certificate.
- Any applicant who answers "yes" to a Character & Fitness (C & F) question on the CA-4 application will be held by EPSB Legal Division pending review by the Board.
- An applicant who has information returned on the background check will be held by EPSB Legal Division pending review by the Board

Applicants will receive an e-mail from EPSB when a C & F review is completed and approved.

#### Applicant Final Step

Print and provide the printed copy of your emergency substitute certificate to the district so you can be added to its substitute teacher list.