

APPLICANT INSTRUCTIONS
On-line Emergency Substitute Teaching Application
Kentucky Education Professional Standards Board (EPSB)

- 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 minimum 2.5 GPA to apply for this position.
- **This is a two-phase process**—you must apply with your district **AND** you must apply with EPSB for your one-year Emergency Substitute Certificate

STEPS 1, 2, & 3 ARE A ONE-TIME PROCESS

1. Go to www.epsb.ky.gov and create an account by clicking on the “Log in to EPSB” button on the lower left of the screen



2. If necessary, create your new account on the right side of the log-in page by clicking on the “New User? Create Account Here” button

New User? Create Account Here: 

3. Make note of your User ID and Password information for future reference in working on your Emergency Substitute Application.
4. Visit the district Human Resources office to receive instructions on the local district’s on-line application procedures.
5. Complete all steps as required by the district, including the presentation of the transcript.
6. When notified BY E-MAIL FROM EPSB that you are eligible for hire in this position, return to www.epsb.ky.gov and log in with your User ID and Password.
7. Once logged in, click on “My Application Status-View Details” on the lower left of the screen.
8. You will then see information on your application (TC-4) and you should click on the live link to complete the process on your pending application.
 - a. If your completion process is successful, you will receive a live link to PRINT your Emergency Substitute Certificate.
 - b. Providing untruthful information on the TC-4 will result in legal action by EPSB**
 - c. If there is a legal issue with your application, you cannot work as a teacher until you receive E-MAIL clearance from the EPSB Legal Division.
9. A FULL TUTORIAL on the TC-4 On-line Process may be viewed at:
<http://www.epsb.ky.gov/certification/EmerSubstituteCert.asp>
10. Print two copies of the certificate, and provide one to the district so you can be added to its substitute teacher list.