



MASTER OF ARTS IN TEACHING (MAT) with INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION (IECE) CERTIFICATION

INFORMATION AND APPLICATION PACKET

Application Deadline - Rolling

Review of documents by Enrollment Services takes several weeks.

Please, plan accordingly so you have ample time to consult with an advisor and register for courses.

Department of Early Childhood, Elementary and Special Education

College of Education

301 Ginger Hall

Morehead State University

Morehead Kentucky 40351

606-783-2857

Curriculum Map: INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION

Master of Arts in Teaching (MAT)

TOTAL hours: 45 hours (without foundational courses)

54 hours (including foundational courses)

Students may begin program any semester

Foundational Courses – must be taken during the first 12 credit hours (may be NA if taken at the undergraduate or graduate level)	Semesters Offered	Credits
EDSP 601 Survey of Exceptional Children	I, II, III	3
EDF 680 History and Philosophy of Education	I, II, III	3
EDF 610 Advanced Human Growth and Development	I, II, III	3
Total credit hours:		9

Diversity Workshop – may be taken any semester prior to completion of program	Semesters Offered	Credits
Online Diversity Field Experience Workshop for Graduate Students Contact Dr. Lynn Spradlin at 859-230-7155 or l.spradlin@moreheadstate.edu to enroll in the workshop.	I, II, III	0

Year One

Fall (preschool block)	Semesters Offered	Credits
EDEC 637 Early Childhood Education	I	3
EDSP 605 Early Childhood Special Education	I	3
IECE 631 Guidance for Young Children	I, II	3
Total credit hours:		9
Spring (preschool block practicum)		
EDUC 650 Supervised Practice in Teacher Education <i>prerequisites: EDEC 637, EDSP 605, IECE 631; co-requisite: IECE 650</i> <i>14 weeks, full-day, five days per week (may be completed largely in own classroom)</i>	II	6
IECE 650 Seminar: Early Childhood Education <i>prerequisites: EDEC 637, EDSP 605, IECE 631; co-requisite: EDUC 650</i>	II	3
Total credit hours:		9
Summer		
EDF 600 Research Methods in Education	I, II, III	3
IECE 655 Advanced Early Childhood Assessment	III	3
Total credit hours:		6

Year Two

Fall	Semesters Offered	Credits
IECE 654 Administration in Early Childhood Programs	I	3
IECE 615 Families and Young Children	I	3
Total credit hours:		6
Spring (infant/toddler block)		
EDEC 627 Infant and Toddler Curriculum	II	3
IECE 601 Early Intervention	II	3
Total credit hours:		6
Summer (infant/toddler practicum block)		
EDUC 651 Supervised Practice in Teacher Education II <i>prerequisites: EDEC 627, IECE 601, IECE 631; co-requisite: IECE 651</i> <i>100 practicum hours across child care/First Steps</i>	III	6
IECE 651 Seminar: Infant & Toddler <i>prerequisites: EDEC 627, IECE 601, IECE 631; co-requisite: EDUC 651;</i>	III	3
Total credit hours:		9

I= Fall, II= Spring, III=Summer

MASTER OF ARTS IN TEACHING (MAT) with INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION (IECE) CERTIFICATION

Morehead State University has implemented a new graduate program to respond to the region's need for highly qualified early childhood educators. The Master of Arts in Teaching (MAT) for Interdisciplinary Early Childhood Education (IECE) is a 45-54 credit hour program for qualified college graduates, **including those with no previous teacher training**, to move expeditiously through an intensive training and internship experience and become certified in IECE and obtain a master's degree.

This program will prepare candidates to work with children ages 0-5 years (birth-kindergarten), both with and without disabilities. IECE certification qualifies an individual to serve as the following in Kentucky:

- Developmental Interventionist (DI) with First Steps, Kentucky's early intervention system for infants and toddlers with disabilities/delays
- Preschool teacher in the public school system
- Kindergarten teacher in the public school system

While this program is primarily intended for individuals with no previous certification, it is designed so that persons with previous preparation or experience can also participate. **Experienced teachers or individuals with previous special education training can have their background evaluated and participate in an individually designed program to obtain certification only.** Individualized programs will be structured around the series of courses and practicum experiences outline below.

The IECE MAT program has rolling admission which allows candidates to enter the program during the fall, spring, or summer sessions. Please see the Curriculum Map on the final page of this packet for the suggested sequence of courses to be taken and semesters during which specific courses will be offered. Please note that coursework is required before candidates are eligible to enroll in practicum courses. **All courses will be designed to be accessible to those working full-time, by meeting in evenings, on Saturdays, during the summer, or taught online. Face-to-face class sessions will occur at the Morehead campus and candidates should be prepared to travel to the Morehead campus for a minimum of one class session for all courses.** Throughout the program, a supervisor from the university and a mentor teacher from the school district will provide support, guidance, and feedback to candidates. At successful completion of required courses and passing the required PRAXIS, the candidate will be recommended for advancement into the Kentucky Teacher Internship Program.

At time of unconditional admission to the program, candidates will be eligible to be employed as a "highly qualified" educator with temporary provisional certification. By State regulation, employed teachers must begin taking classes within 90 days of being unconditionally admitted to the program. In order to begin the KTIP year, candidates must pass the IECE PRAXIS. (It is possible for candidates to continue taking courses during the KTIP year, but is not advised due to the heavy workload.) **Candidates must complete the IECE certification program and KTIP within three years of initial hire** with temporary provisional certification. If the candidate fails to complete the program and KTIP within the three years, he/she will no longer be considered highly qualified for IECE.

Useful Contact Information

IECE MAT Program Coordinator

Dr. Elizabeth McLaren
e.mclaren@moreheadstate.edu
606-783-2537

Chair of the Department of Early Childhood, Elementary, and Special Education

Dr. Jim Knoll
j.knoll@moreheadstate.edu
606-783-2857

MSU Office of Enrollment Services

Clive Liew
c.liew@moreheadstate.edu

MSU Graduate Programs

graduate@moreheadstate.edu
606- 783-2039

Kentucky Educational Professional Standards Board (EPSB)

www.epsb.ky.gov
502-564-4606 or 888-598-7667

Financial Aid

Traineeship Program for Special Education (financial aid)

Those individuals who are already hired by a school district are eligible for the **special education traineeship program** through the State Department of Education, which is administered through Northern Kentucky University. Traineeship Program funds are available to help defray part of the tuition costs for courses that lead to teacher certification in special education or early childhood education.

<http://traineeship.nku.edu/>
859-442-3506

Kentucky Higher Education Assistance Authority

The Commonwealth of Kentucky has set up a special website to help all students find out about financial help for college. Contact KHEAA directly or ask your MSU financial aid advisor for additional information. **KHEAA teacher scholarship** - provides financial aid to highly qualified Kentucky students pursuing initial teacher certification at participating Kentucky institutions.

http://www.kheaa.com/prog_tchschl.html

<http://www.kheaa.com>

Federal Loan Forgiveness Programs

Two federally funded student loan programs provide for loan payment deferment and forgiveness of people who teach in high-need fields or in low-income areas.

<http://studentaid.ed.gov/PORTALSWebApp/students/english/teachercancel.jsp?tab=repaying>

ADMISSION REQUIREMENTS for applicants who have not previously successfully completed a program leading to teacher certification must meet the following admission criteria

- ☐ Completion of a bachelor's degree program.
- ☐ Admission to graduate program.
- ☐ Submission of a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation that meets the requirements of Kentucky House Bill 204.
- ☐ Proof of CAN (Child Abuse and Neglect) Central Registry Check from the Kentucky Cabinet for Health and Family Services.
- ☐ Official transcript from an accredited institution verifying a baccalaureate degree with a GPA of at least 2.75 on a 4.0 scale; or a GPA of 3.0 on a four point scale on the last 30 hours of coursework taken at either the graduate or undergraduate level.
- ☐ Successful completion of the following PRAXIS pre-professional skills assessments:
 - Pre-Professional Skills Test: Mathematics (0730 or 5730) -174,
 - Pre-Professional Skills Test: Reading (0710 or 5710) - 176, **and**
 - Pre-Professional Skills Test: Writing (0720 or 5720) - 174;

OR

- ☐ Successful completion of the Graduate Record Exam (GRE) with the following corresponding scores:
 - Verbal with a minimum score of 450 (150 revised GRE),
 - Quantitative with a minimum score of 490 (140 revised GRE), **and**
 - Analytical Writing with a minimum score of 4.0.
- ☐ A signed statement that the applicant has read and understands the Professional Code of Ethics for Kentucky School Certified Personnel and Kentucky's fitness and character requirements for teachers.
- ☐ Completion of and successful evaluation by program faculty of an admission interview demonstrating 1) effective communication, 2) creativity, 3) critical thinking, 4) ability to effectively collaborate with others, and 5) an understanding of the professional dispositions required of teachers. **This will include a written essay and oral interview to be completed after submission and acceptance of all other admission requirements.**

ADMISSION REQUIREMENTS for applicants who have previously successfully completed a program leading to teacher certification must meet the following admission criteria

- ☐ Admission to graduate program.
- ☐ Submission of a national and state criminal history background check by the Kentucky State Police and the Federal Bureau of Investigation that meets the requirements of Kentucky House Bill 204.
- ☐ Proof of CAN (Child Abuse and Neglect) Central Registry Check from the Kentucky Cabinet for Health and Family Services.
- ☐ Official transcript from an accredited institution verifying successful completion of a degree at either the undergraduate or graduate level leading to teacher certification
- ☐ A valid teaching certificate or statement of eligibility
- ☐ Testing requirements are waived for applicants who either
 - ☐ have completed an undergraduate program with a cumulative GPA. of 3.5 on a 4 points scale or
 - ☐ have successfully completed a graduate teacher education program (either initial or advanced).
- ☐ Applicants not meeting these standards must submit a GRE or MAT score that results in an acceptable admission index. The admission index will be determined by the following:
 - ☐ GRE score (verbal + quantitative) x undergraduate GPA = 850 (minimum);
 - ☐ Miller Analogies Test (MAT) scaled score x undergraduate GPA = 980 (minimum).

COURSE REQUIREMENTS

Foundation Courses – EDSP 601 and EDF 610 to be taken within the first 12 credit hours **9 Credit Hours**

- | | |
|--|--------------|
| <input type="checkbox"/> EDSP 601 Survey of Exceptional Children or
an approved course previously taken at the graduate or undergraduate level: | 3 Credit Hrs |
| <input type="checkbox"/> EDF 680 History and Philosophy of Education or
an approved course previously taken at the graduate or undergraduate level: | 3 Credit Hrs |
| <input type="checkbox"/> EDF 610 Advanced Human Growth and Development or
an approved course previously taken at the graduate or undergraduate level: | 3 Credit Hrs |
-

Methods: Specialization in IECE**24 Credit Hours**

- | | |
|---|--------------|
| <input type="checkbox"/> IECE 654 Administration in Early Childhood Programs | 3 credit hrs |
| <input type="checkbox"/> IECE 615 Families and Young Children | 3 credit hrs |
| <input type="checkbox"/> IECE 655 Advanced Early Childhood Assessment | 3 credit hrs |
| <input type="checkbox"/> EDEC 637 Early Childhood Education | 3 credit hrs |
| <input type="checkbox"/> EDSP 605 Early Childhood Special Education | 3 credit hrs |
| <input type="checkbox"/> IECE 631 Guidance for Young Children | 3 credit hrs |
| <input type="checkbox"/> EDEC 627 Infant and Toddler Curriculum | 3 credit hrs |
| <input type="checkbox"/> IECE 601 Early Intervention | 3 credit hrs |

Practicum**18 Credit hours**

- | | |
|--|--------------|
| <input type="checkbox"/> EDUC 650 Supervised Practice in Teacher Education
<i>Practicum hours can be completed in classroom where candidate is employed if a fulltime preschool teacher/assistant teacher). Otherwise candidate will be placed in a field experience for 14 weeks(full-time) of practicum.</i> | 6 credit Hrs |
| <input type="checkbox"/> IECE 650 Seminar: Early Childhood Education | 3 credit Hrs |
| <input type="checkbox"/> EDUC 651 Supervised Practice in Teacher Education II
<i>Partial practicum hours can be completed in setting where candidate is employed if a fulltime infant/toddler teacher/assistant teacher or Developmental Interventionist). Otherwise candidate will be placed in a field experience for 100 hours per practicum.</i> | 6 credit Hrs |
| <input type="checkbox"/> IECE 651 Seminar: Infant & Toddler | 3 credit Hrs |

Research competency**3 Credit hours**

- | | |
|---|--------------|
| <input type="checkbox"/> EDF 600 Research Methods in Education | 3 Credit Hrs |
|---|--------------|

EXIT CRITERIA

During IECE 650 and IECE 651 candidates will develop a series of interrelated portfolio entries that will demonstrate mastery of the IECE Teacher Standards.

- ☐ Successful portfolio in IECE 650
- ☐ Successful portfolio in IECE 651
- ☐ Must maintain a GPA of 3.00
- ☐ Completion of Online Diversity Field Experience Workshop (*Contact Dr. Lynn Spradlin at 859-230-7155 or l.spradlin@moreheadstate.edu to enroll in the workshop.*)

Please note: Teacher certification requirements are subject to change. Before registering for the PRAXIS test(s), please refer to the Education Professional Standards Board (EPSB) website at www.epsb.ky.gov for current requirements or contact Ms. Rice at 502-564-4606 or 888-598-7667.

Applicant Commitments

If accepted into the IECE MAT program I understand that I will be required to sign a statement accepting the following conditions .

- I understand that if I fail to maintain a GPA of 3.00 I will be placed on one semester academic probation. If at the conclusion of the probationary semester I have not improved to a 3.00 GPA I will be dropped from the program.
 - I understand that if I am employed as a teacher I must maintain continual enrollment in the program. I realize I will not retain eligibility for temporary provisional certification if I fail to enroll for consecutive semesters.
 - I will attend class on a consistent basis. If class meetings are not required, I agree to regularly submit class assignments and requirements.
 - I must complete the three foundation courses, with EDSP 601 and EDF 610 (or the equivalent) taken within the first 12 credit hours
 - I must complete the zero-credit, online Diversity Field Experience Workshop for Graduate Students prior to program completion
 - I understand that Kentucky passing score on the PRAXIS specialization test in IECE (0023) is required to be recommended for certification.
 - I understand that if employed as a teacher I MUST be enrolled in the Kentucky Teacher Internship Program during my third year of temporary provisional certification and that to be eligible for KTIP I must pass the required PRAXIS examination.
 - I understand that if I am employed as a teacher and FAIL to remain a candidate in good standing in this program, the program must communicate this fact to the Kentucky Educational Professional Standards Board which will convey this information to my school district. In such case I will not longer meet the criteria for employment as a highly qualified educator.
 - If I am not employed fulltime in a public school preschool or kindergarten classroom when enrolled in EDUC 650 I will need to complete a minimum of 14 weeks (full-day, five days per week) practicum placement in preschool/kindergarten (placement must be approved by course instructor).
 - I understand that when enrolled in EDUC 651, I will need to complete 100 practicum hours (combined) across two placements – First Steps early intervention and an infant/toddler classroom (placement must be approved by course instructor). (If you are employed as a Developmental Interventionist or an infant/toddler teacher when enrolled in EDUC 651, a portion of these hours may be completed in your place of employment.)
 - The MAT IECE Certification program is based on the Morehead campus. While some courses may be taught fully or partially online, this program will be offered on a regular basis only at the Morehead campus. I understand that I will be required to attend class sessions on the Morehead campus a minimum of one class session per course.
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Admission Checklist.

To receive consideration for admission for the following semester, applicants **MUST COMPLETE ALL** of the following steps.

(Use this checklist to help you organize your application)

- ☐ Complete and submit the MSU Graduate Application (you can download a hardcopy or submit on-line at <http://www.moreheadstate.edu/apply>). On the application form, select the code for the **MAT in IECE**.
- ☐ Complete and submit the MAT/IECE Program Application.
- ☐ Submit **all** undergraduate and graduate transcripts. If you are Morehead state graduate you will not need to submit new transcripts.
- ☐ Take the PRAXIS PPST **or** Graduate Record Exam (GRE) and arrange for report of complete results to be sent to MSU. If you have previously taken the PPST or GRE, have the results sent to the admissions office. For location and registration information regarding the PRAXIS, see the attached document. For details regarding the GRE visit <http://www.ets.org/gre>
- ☐ Submit proof of criminal records check from Kentucky State Police.

It is your responsibility to complete the form, pay the fee, and submit all required material to the State Police consistent with the directions provided on the attached form.

- ☐ Submit proof of CAN Central Registry Check from the Cabinet for Health and Family Services.

It is your responsibility to complete the form, pay the fee, and submit all required material to the Cabinet consistent with the directions provided on the attached form. The "other" line has been completed for you and should not be altered.

- ☐ Hardcopy of all materials (other than the MSU Graduate Application submitted online) mailed or hand delivered to:

**MAT in IECE Program
Office of Enrollment Services, IECE MAT Program
100 Admissions Center
Morehead State University
Morehead, KY 40351**

PLEASE NOTE

No one will receive full unconditional admission to the MAT in IECE Program until all required information is submitted, reviewed by the admission committee, and they receive a letter notifying them that they have been admitted to the program.

FORMS TO BE COMPLETED FOR APPLICATION TO THE MAT-IECE PROGRAM

- MAT-IECE Program Application
 - MSU Graduate Application at <http://www.moreheadstate.edu/apply>
 - KY Criminal Records Check
 - KY CAN Check
 - For candidates for whom this will be initial teacher certification, a written essay and oral interview will be completed after submission and acceptance of all other program requirements. Details regarding the essay and interview will be emailed to the student after the initial application packet has been received and approved. Interviews will be conducted one time per semester.
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- MOREHEAD STATE UNIVERSITY**
College of Education
Master of Arts in Teaching with Interdisciplinary Early Childhood Education (IECE) Certification: Program Application
Office of Enrollment Services, 100 Admissions Center
Morehead Kentucky 40351

Name: _____
 Last First Middle

Social Security Number: _____ - _____ - _____

Mailing Address: _____
 Street City State Zip

Phone: (_____) _____ (_____) _____ (_____) _____
 Home Work Cell

E-mail Address: _____

Academic Preparation

Undergraduate major: _____

Graduate degree (if applicable): _____

List any teaching certificates already held. (If none, write NONE in this space) _____

I believe the following courses meet the foundation requirements for the MAT program.

(These requirements may be fulfilled by courses previously taken at the undergraduate level.)

I understand that if I have not already done so, I must take EDSP 601 and EDF 610 during the first 12 credit hours of my program..

For each requirement list course, institution, and semester course taken. This will be verified by your transcript(s).

☐ EDSP 601 (e.g., Introduction to Special Education):

Course number and title	Institution	Semester and Year taken
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☐ EDF 680 (e.g., History and Philosophy of Education)

Course number and title	Institution	Semester and Year taken
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☐ EDF 610 (e.g., Child or Human Growth and Development):

Course number and title	Institution	Semester and Year taken
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Previous, Current, and Expected Work Related Experiences

If you have already applied for or accepted a teaching position on a temporary/provisional or emergency certificate, please complete the following section by checking the appropriate response:

- ☐ I am currently employed as a teacher
- ☐ I have been offered a teaching position for the next academic year.
- ☐ I have been interviewed for a teaching position.

If you checked one of the boxes above, please complete the following:

 Name of School School District

 Principal's Name, Address, Phone

Please indicate the age group(s) with whom you plan to work once you obtain IECE certification

- ☐ Early Intervention (First Steps, children 0-2 years)
- ☐ Preschool (ages 3-4 years)
- ☐ Kindergarten

Current professional role (if related to the early childhood field):

Role	Agency	City, State
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Brief description of previous work experience related to early childhood education:

ALL DECISIONS RELATED TO EMPLOYMENT WILL BE MADE BE MADE BY LOCAL DISTRICTS USING THEIR STANDARD PROCEDURES.
Based upon current state regulations, upon unconditional acceptance to the IECE MAT program and beginning classes within 90 days of acceptance to the program, candidates will be eligible for employment with “Temporary Provisional Certification” and Rank III pay. As with all IECE certification in Kentucky, you will be eligible to teach in public preschool or kindergarten classrooms.



REQUEST FOR CONVICTION RECORDS/MINORS

Pursuant to KRS 17.160, a request is made for any record of conviction of a crime in KRS Chapter 531, 510, 218A and 189A by the person identified herein. This information shall be released to:

MAT in IECE Program
Office of Enrollment Services, Attention of Serena Fultz
100 Admissions Center
Morehead State University
Morehead, KY 40351

Agency Name and Address

ACKNOWLEDGMENT BY APPLICANT

I have applied for employment or as a volunteer in a position involving supervisory or disciplinary power over a minor. I know that the Kentucky State Police (KSP) will provide the employer with any record I may have for *conviction* of a crime. I know that I have the right to inspect my criminal history record and to request correction of any inaccurate information. If I do not exercise that right, I agree to hold harmless the KSP and any KSP employee from any claim for damages arising from the dissemination of inaccurate information.

APPLICANT INFORMATION (PLEASE PRINT)

NAME _____
last first middle maiden

ADDRESS _____
street city state zip

SEX _____ RACE _____ DATE OF BIRTH _____ SOC SEC NO _____

signature date

witness date

Instructions:

Employing agencies should ensure that all application information is completed.

Employing agencies should forward a check or money order made payable to the Kentucky State Treasurer in the amount of **\$20.00** for each submitted form.

The Kentucky State Police will charge a **\$25.00** fee on each returned check.

Request should be accompanied by two self-addressed stamped envelopes- one bearing the name and address of the requesting agency and the other bearing the name and address of the applicant.

RETURN THIS FORM TO:

Kentucky State Police
Criminal Identification and Records Branch
Criminal Records Dissemination Section
1250 Louisville Road
Frankfort, KY 40601

COMMONWEALTH OF KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
Department for Community Based Services
Division of Protection and Permanency

CENTRAL REGISTRY CHECK

FOR THE FOLLOWING TYPES OF EMPLOYMENT, STATE LAW OR KENTUCKY ADMINISTRATIVE REGULATIONS REQUIRE A CHILD ABUSE/NEGLECT (CAN) CHECK AS A CONDITION OF EMPLOYMENT. KENTUCKY ADMINISTRATIVE REGULATIONS MAY BE FOUND ON THE INTERNET AT <http://www.lrc.ky.gov/kar/titles.htm>. PLEASE CHECK THE CATEGORY LISTED BELOW THAT APPLIES TO YOU FOR WHICH THE CHILD ABUSE OR NEGLECT CHECK IS BEING REQUESTED:

Day Care Related Categories

- | | |
|---|-----------------------------|
| <input type="checkbox"/> Day Care Center Employee or Volunteer | (Required by 922 KAR 2:090) |
| <input type="checkbox"/> Applicant for Day Care Center Licensure | (Required by 922 KAR 2:090) |
| <input type="checkbox"/> Registered Child Care Provider Applicant | (Required by 922 KAR 2:180) |

Other Categories

- | | |
|--|-----------------------------|
| <input type="checkbox"/> Foster/Adoption/Independent Living Agency Employee | (Required by 922 KAR 1:310) |
| <input type="checkbox"/> Residential Child-Caring Facility Employee
(Institution/Group Home/Emergency/Wilderness) | (Required by 922 KAR 1:300) |
| <input type="checkbox"/> IMPACT-PLUS Subcontractor | (Required by 907 KAR 3:030) |
| <input type="checkbox"/> Supports for Community Living (SCL) Employee | (Required by 907 KAR 1:145) |

Other (If none of the above categories is applicable, please explain the reason for requesting a child abuse or neglect check, including the statutory or regulatory authority for the request):

First Steps KRS 620.050(5)(c)

PERSONAL INFORMATION REGARDING THE INDIVIDUAL SUBMITTING TO A CHILD ABUSE OR NEGLECT CHECK (Please print and submit identifying information such as a copy of your driver's license, social security card, or birth certificate):

NAME: _____
(first) (middle) (maiden/nickname) (last)

Sex: _____ Race: _____ Date of Birth: _____ Social Security #: _____

Date of Initial Hire: _____

Present Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Previous Address: _____
City State Zip Code

Please list your addresses for the last five years. Use another sheet of paper, if necessary.

CENTRAL REGISTRY CHECK

A check or money order made payable to the "Kentucky State Treasurer" in the amount of ten dollars (\$10.00) must accompany your request to process a Child Abuse or Neglect Check. The Child Abuse or Neglect Check will **NOT** be processed without payment. Mail check or money order to:

The Cabinet for Health and Family Services
DCBS/Division of Child Care
275 East Main St., 3C-F
Frankfort, Kentucky 40621

I hereby authorize the Cabinet for Health and Family Services to complete a Child Abuse or Neglect check and provide the results of the check to the employer or agency listed below. I also release the Cabinet for Health and Family Services, its officers, agents, and employees, from any liability or damages resulting from the release of this information.

All the information provided is complete and true to the best of my knowledge. I understand if I give false information or do not report all of the information needed, I may be subject to prosecution for fraud.

Signature of the Individual Submitting to the Child Abuse or Neglect Check

Date

Witness

Date

The individual authorizing a Child Abuse or Neglect check may submit a CHFS-305, Authorization to Disclose Protected Health Information form, authorizing the Cabinet to disclose additional information regarding a substantiated finding to the employer or agency listed below should the employer or agency request additional information pursuant to 922 KAR 1:510, Authorization for disclosure of protection and permanency records.

NAME OF EMPLOYER/AGENCY: MAT in IECE Program, ATTN: Serena Fultz

ADDRESS: Office of Enrollment Services, 100 Admissions Center, Morehead State University

CITY: Morehead

STATE: KY **ZIP:** 40351 **PHONE:** 606-783-2000

RESULTS OF CHILD ABUSE OR NEGLECT CHECK **[FOR OFFICIAL USE ONLY]**

- ☐ No reportable incident found in accordance with 922 KAR 1:470.
☐ Substantiated child abuse found on the registry Date of substantiated finding: _____
☐ Substantiated child neglect found on the registry Date of substantiated finding: _____

CHECK CONDUCTED ON _____ **BY** _____