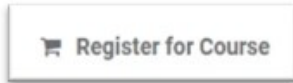


Initial Certification Process

- Log into the Portal. If you need to create an account, follow the directions on our [website](#).
- In your Dashboard, click “Register for Course” in the left-side panel.



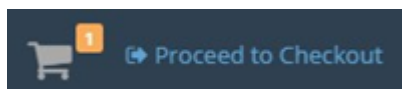
- Click the “All categories” drop-down menu and choose “KDLA Certifications”.



- Choose the correct initial certification to register for (scroll over the certification titles below to see requirements)
 - * Individual library boards may require a higher level of certification. For more detailed information, please visit the KDLA [website](#).
 - Professional I
 - Professional II
 - Professional III
 - Professional IV
 - Paraprofessional I
 - Paraprofessional II
 - Paraprofessional III
 - Temporary
- To register for a credential, click the “Register” button on the credential card.



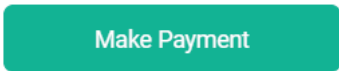
- Click “Proceed to Checkout” in the top right corner.



- You will now need to pay for the Certification Application.
 - All certification applications require a \$20 fee.
 - When paying through the Portal, an administration fee will be assessed. This fee is paid to Kentucky Interactive, our service provider.
 - Payment via ACH/Electronic Check has a flat \$2.00 fee; payment via Credit Card has a 2.95% fee, roughly \$0.59 per every \$20.
- Under Payment Method, choose "Pay via website"

Payment Method:

- Click "Make Payment"

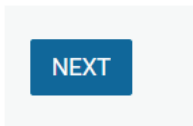


- Choose "ACH/Electronic Check" or "Credit Card"

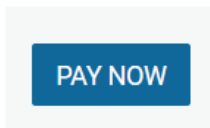
Select Payment Type



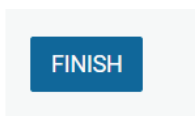
- Enter card or check details along with any other information the form requires.
- Click "Next"



- Ensure that all the information is correct.
- Click "Pay Now" (It may take a moment for the payment to process)



- You will then see a payment confirmation page along with a confirmation number.
 - This will also be emailed to the address you provided.
- Click "Finish"



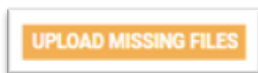
- Click "Go to Dashboard"



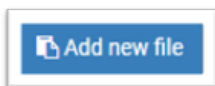
- You will be directed back to your Dashboard.
- You will then see the Certification Application you signed up for under the Credentials box.
 - You may need to scroll down to see the credentials box.

CREDENTIALS				
◊ Credential	◊ Current Cycle Start	◊ Current Cycle End	◊ Required Credits	◊ Earned Cr
▼ Test-Professional 1 Initial Application	07/29/2022	07/28/2027	0	0

- You will now upload the required files to complete your Application for Initial Certification.
 - ***You will have 30 days from registration to upload the correct files***
- You can download the required files from our [website](#).
- Scroll over the certification titles below to see requirements.
 - Professional I
 - Professional II
 - Professional III
 - Professional IV
 - Paraprofessional I
 - Paraprofessional II
 - Paraprofessional III
 - Temporary
- To upload the required files:
 - To the right of your credential, click the orange "Upload Missing Files" button.
 - You may need to scroll to the right to see the button.



- The External Files page will open.
- Click "Add new file"



- A window will pop up to enter in all your information and upload your file(s).

Fill all information below and submit your file x

The following document types are accepted: PDF, Word, .jpg, .png

Drop files here to upload

Close

Enter a short description of the file you are uploading.

Select the file type. You must choose the exact files required for your credential, as indicated above.

Drop the file here or click the box to choose the file from your computer.

- Click "Submit"

Submit

- KDLA will review your file submission.
 - If approved, your credential will show as Completed in your Dashboard.

◆ Status	◆ Compliance
COMPLETED	COMPLIANT

- If not approved, KDLA will email you to obtain additional information.