

# **INSTRUCTIONS FOR COMPLETION OF THE TC-1 FORM**

1. Complete all sections of the TC-1 form except for Section IV on the last page.
2. Tear off the last page of the packet and return the last page to the MSU Graduate Office at:

701 Ginger Hall  
Morehead KY 40351

3. Mail your completed forms with a certified check or money order made payable to the Kentucky State Treasurer. Mail to:

Education Professional Standards Board  
100 Airport Rd, 3<sup>rd</sup> Floor  
Frankfort KY 40601

4. At the completion of the semester the MSU certification officer will complete section IV and send the recommendation along with your official MSU transcript to the Education Professional Standards Board. You will receive a letter from the Graduate Office when your program is complete.

**DO NOT MAIL YOUR CHECK TO THE  
GRADUATE OFFICE**