

**APPLICATION FOR PROFESSIONAL PROMOTION UK  
Cooperative Extension Service**



**Due mid-January (See current Area Updates for exact deadline)**

Last Name:  Person ID:   
First Name:  Position #:   
District / County:  Program Area:   
Requesting Promotion to Level:  Date of last Career Ladder Promotion:

**Individuals applying for a Career Ladder Promotion MUST include all support documents for each area.  
Incomplete applications will be rejected.**

Highest level of education attained by January 1 of current year application is submitted:

Program of Study:

An official transcript is needed to verify completion of 12 hours or more of graduate education or for a newly completed Masters. The program of study in which an agent has been accepted should be evident on the transcript or otherwise documented. Only hours earned prior to January 1 of the current year will be considered and an overall GPA of 3.0 is required.

Professional development received since last promotion:  
(Box will expand after completion of entry. Cut and Paste from Word is recommended.)

Attach Historical Training Transcript from the KERS website <https://kers.ca.uky.edu>. Only hours earned prior to January 1 of the current year will be considered.

Start Date:  Number of years of Extension service as of July 1 of current year application is submitted:

**Includes years as an Extension Agent, Extension Associate, or Extension Specialist.**

Performance ratings: Check the Career Ladder Guidelines for the appropriate number of ratings to include. Attach print outs verifying information.

Year 1	<input type="text"/>	Year 2	<input type="text"/>	Year 3	<input type="text"/>	Year 4	<input type="text"/>	Year 5	<input type="text"/>
Rating 1	<input type="text"/>	Rating 2	<input type="text"/>	Rating 3	<input type="text"/>	Rating 4	<input type="text"/>	Rating 5	<input type="text"/>

**Note:** In addition to the information above, agents applying for promotion to Level IV are required to attach a statement of how they have met the General and Formal Education Criteria (See Standards). This statement cannot exceed two pages of narrative (one-sided, double spaced, 12 pt. font, Times-New Roman or similar commonly used font). Agents applying for Level V are required to attach a statement of how they have met the General and Formal Education Criteria AND Professional Development Criteria as outlined in the Standards. This statement cannot exceed two pages of narrative to support General Criteria and two pages to support Professional Development (one-sided, double spaced, 12 point font, Times-New Roman or similar commonly used font).

Agent Name - Printed:  Signature / Date: \_\_\_\_\_  
District Director - Printed:  Signature / Date: \_\_\_\_\_

**Applicant** – Please access the online application and submit via KERS. Be sure to submit well in advance of the due date. It is also important to follow up with the AED to make certain the application was received.