

LICENSURE INFO

Licensure questions, contact:

Mrs. Kerry Schuckman
Licensure Officer, FHSU
Rarick Hall 237B, 600 Park St
Hays, KS 67601
785-628-4542
kschuckm@fhsu.edu



Kansas State Dept. of Education
Teacher Licensure and Accreditation
Landon State Office Building.
900 SW Jackson, Suite 106
Topeka, KS 66612-1182
785-296-2288 - www.ksde.org

To apply for your license...complete KSDE Form 1
https://appspublic.ksde.org/KLAS_userAuth/

STEP 1 - TESTS: Must have the Subject Area Assessment (Content) Tests passed before being eligible for an initial teaching license. You must take a subject test for each endorsement area you are applying for. To see which specific tests you need, see below or go to:

<https://www.ets.org/content/ets-org/language-master/en/home/praxis/ks/test-takers/plan-your-test/certification.html>

EARLY CHILDHOOD UNIFIED:

Early Childhood Unified, Birth-	Education of Young Children	5024	160
	and		
	Accepted beginning September 1, 2022 Special Education: Early Childhood/Early Intervention	5692	159

ELEMENTARY EDUCATION:

Elementary	Elementary Education: Content Knowledge for Teaching (On-screen four-function calculator provided.)	7811	¹
	Reading and Language Arts CKT Subtest	7812	159
	Mathematics CKT Subtest (On-screen four-function calculator provided.)	7813	147
	Science CKT Subtest	7814	150
	Social Studies CKT Subtest	7815	157

¹ To pass the Elementary Education: Content Knowledge for Teaching test you must receive a passing score on each subtest. If you wish to take all four subtests (7812, 7813, 7814, 7815) at the same time, select Elementary Education: Content Knowledge for Teaching (7811) when registering. If you wish to take or retake an individual subtest, you may register to take just that subtest.

SECONDARY AREAS:

[Check your specific test at the link above](#)

PRE-K AREAS:

Art (PreK-12)	Art: Content Knowledge	5134	160
Health	Health Education	5551	153
Music: General	Music: Content Knowledge	5113	152
Physical Education	Physical Education: Content Knowledge	5091	148
Spanish	Spanish: World Language	5195	165

SPECIAL EDUCATION:

[Note, if you have already taken and passed 5543 Core Knowledge and Mild to Moderate Applications prior to Sept 1, 2023, you can use that test instead of the one below.](#)

High Incidence Special Education (Adaptive Special Education)	Special Education: Foundational Knowledge	5355	145
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NOTE: AS OF 9/12/2023 - the PLT is no longer required!

STEP 2 - FINGERPRINTING:

- ★ You can use a fingerprint card or Live Scan (if scan completed in Kansas). KSDE is currently not mailing out fingerprint cards; either get one from FHSU Licensure Office, Rarick 237 or see if law enforcement agencies have them on file (FHSU Campus Police does). See instructions further in presentation for more information.
- ★ If you have a current Kansas Emergency Substitute Teaching License valid at the time the application will be sent to KSDE, then you don't need to be re-fingerprinted.

STEP 3 – TEACHING LICENSE:

- ★ Submit [Application for Initial Teaching License](#) on-line (**Form 1**). It will come electronically to the FHSU Licensure Office. https://appspublic.ksde.org/KLAS_userAuth/
- ★ **Submit before the end of the semester.**
- ★ Kerry Schuckman will provide verification to KSDE that you completed the program and passed the licensure exams and PPAT. If passing tests are on file, this will be submitted to KSDE 2-3 weeks after Finals Week.
- ★ KSDE will send you an email stating they have received the application from FHSU and are now requesting payment. **LOOK FOR THIS EMAIL!**

STEP 4 – PAYMENT: Pay the \$60 fee by credit card, debit card, electronic check or by mailing a check or money order to KSDE after you receive the email from KSDE. The State takes 2-4 weeks to process your application.

STEP 5 – PRINT FINISHED LICENSE:

- ★ Check <https://appspublic.ksde.org/TLL/SearchLicense.aspx> (KSDE License Lookup) to see when license has been processed.
- ★ Print license, give a copy to your employer and keep a copy for yourself.

Types of Kansas Licenses

Initial License (\$60) – must have completed the program, passed (1) PPAT, (2) Subject Test(s)

Standard Substitute License (\$70) – must have completed the program, but don't need Subject Test passed. This is a 5 year license that allows for unlimited subbing.

Emergency Substitute License (\$60) – must have 60 hours of college credit completed. To substitute teach before you receive your license, you'll need to apply for this license (Form 8a). This is a one year license expiring on June 30th with a limit of 30 days of subbing per semester in the same position.

Temporary Non-Renewable License (\$60) - must have completed the program, but don't have Subject Test passed. If hired, you should apply for this license rather than a standard substitute license. Only valid until the following June 30th.

Licensure outside of Kansas

KSDE strongly recommends all Kansas program completers apply for a Kansas license, then apply for an out-of-state license. Contact your state certification office to determine requirements. Often there is an "Verification of Approved Program" form that you will need to obtain and send to Kerry Schuckman to complete.

<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-and-Accreditation/Postsecondary/Educator-Preparation/Approved-Educator-Preparation-Programs>

Additional Teaching Areas

- ★ To add an endorsement (another teaching field) to your Kansas license by testing only, you must pass the relevant subject test. This applies to all middle level (grades 5-8) and secondary teaching (grades 6-12 and PreK-12) areas.
- ★ If you are unable to pass the test, then you likely need to take additional coursework in that area. Coursework required for other areas...elementary education, early childhood unified, special education, reading specialist, library media specialist, etc. can be seen at www.fhsu.edu/cert/.

To add an endorsement at the time you apply for your initial license: indicate on the application which endorsements you have passed the Praxis for and are applying for.

To add an endorsement later after you have your initial license, complete KSDE Form 22.

Looking for a Job

- ★ The best source for job openings in Kansas is <https://educatekansas.org/>
- ★ If interested in a specific district, go to their website – they often post openings there.
- ★ National sites: www.teachers-teachers.com, www.schoolspring.com, www.k12jobspot.com.
- ★ FHSU Career Services resources:
 - Resume and cover letter assistance
 - Mock interviews, Big Interview software training, sample interview questions
 - Tailored for Tigers - career clothes for interviews, career fairs
- ★ Create a FHSU Handshake account at <https://www.fhsu.edu/career/Handshake/>

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KSDE Applicant Instructions

Step 1 – Register for a Login

1. Please access the license application system. [KLAS User Authentication \(ksde.org\)](https://ksde.org).
2. Click on the word “*here*”, the active link, under New User Registration.
3. Enter your contact information and create a new username and password. **The username and password must be different than any username used to access other state systems.**
4. Use your new username and password under *Access Your Account* to log back into the system.
5. Click on *Login*.
6. Read and Accept the *Legal Notice*.
7. From the My Applications list, select *License Application*.
8. Click on *Forms* in the left side-bar menu.
9. Select the appropriate form (**Form 1 - KS Program Completers**) to complete and submit the online application.

Hello! Welcome to KLAS!

Use This System To:

- Create a Username and Password
- Apply for an Initial License
- Renew an Existing License
- Upgrade an Existing License
- Add an Endorsement

Administrators:

- **Do not** use KLAS to complete an application for an employee.
- For KSDE Authenticated Web Applications, please login [here](#).

Access Your Account

Username:

Password:

[Forgot Password](#)

New User Registration

If you do not have a user account for KLAS, click [here](#) to register for one.

Need Further Assistance?

If you need help with accessing or setting up your account, please contact the KSDE Helpdesk:

- Email: helpdesk@ksde.org
- Phone: (785) 296-7935

KSDE Legal Notice

Applications provided by the Kansas State Department of Education through this authenticated website may include data which are protected under the [Kansas Student Data Privacy Act \(SDPA\)](#), as authorized by K.S.A. 72-6215 through 72-6223, and amendments thereto, and the federal [Family Educational Rights and Privacy Act \(FERPA\)](#), as authorized by 20 U.S.C. §1232g(b) and 34 CFR Part 99. By selecting **Accept**, you agree to comply with the provisions of these laws and regulations along with any amendments or other relevant provisions.

6.

My KLAS Applications

Select an application from the list below.

1. [KLAS - Kansas Licensure Application System](#)
2. [License Application](#) ← 7.
3. [Fingerprint Payment Portal](#)

Log Out

KANSAS STATE BOARD OF EDUCATION Online Application

User: User ID: District: NA Building: NA Access Level: Individual/Public

Welcome

Welcome to Online Application

Select option from left menu.

NOTICE:
You must use the same User ID through out the whole application process. You cannot access your application(s) with a different user name.

Please submit all applications for processing for accurate fee amounts before making any payments.

You have no applications in process at this time.

8. Forms

9. Form 1 KS Program Completers

Step 2 – Complete the Form

- Student/University ID #** - **can either put in your FHSU ID or SSN.**
- “Where are you completing your preparation program?”** – select **Fort Hays State University** from the pull-down menu.
- Email Address 1** – **the e-mail address you provide must be active throughout the entire application process. All notifications during the application process will occur through e-mail to the address that you provide. Do not use an e-mail address that you will not check regularly during the application process.**
- Subjects and levels of licensure requested** – **list the subject areas** (such as Elementary Educ, Biology, Special Education, etc.) **and the level** (K-6, 5-8, 6-12 or PreK-12) of teacher preparation programs you completed.
- Colleges and universities where courses were taken in order of attendance** – List **all** institutions where you completed coursework. Choose the state where the institution was located from the pull-down menu. If the college or university was outside the U.S., choose XX as the state code. After you choose the appropriate state, choose the name of the college or university from the pull-down menu.
- Under the **“Degree information”** section, indicate yes or no for degree earned at this institution. If you will be obtaining a degree at the completion of student teaching, go ahead and mark “yes”.
 - Elementary Education and Early Childhood Unified degrees are **BSE, MSE** for grad Elem Ed
 - Music degree is **BM**; Art Education degree is **BFA**; History Education, Spanish Education, English Education are **BA**; other secondary areas are a **BS**

Choose the type of degree from the pull-down menu and key in the year the degree was conferred. Be sure to include all previous bachelor's degrees or higher. For community college coursework, choose "no degree earned" since there isn't an associate's degree option. Next, complete the "last term of attendance" section. This section should be completed for each institution whether a degree was earned or not. Choose the last term of attendance from the pull-down menu and key in the 4 digit year.

After 30 minutes of inactivity, the session will expire. You will be kicked out of the system. Work in progress will not be saved. If you have not completed the application but want to save your work, or you are not ready to submit your application, click on the "Save/Hold" button. This will save what you have already entered so you can continue when you access the form in the future.

10. **Once the application and any requested documentation have been submitted, you will receive an email notifying you to pay the application processing fee. Do not submit payment until you receive the notification and further instructions.**
11. **Log back into the system and navigate back to License Application.**
12. **Your application will be in the *Welcome to Online Application* window.**
13. **Click on *Pay and Finish*.**
14. **Follow the directions for paying electronically or to mail in a payment.**
15. **Once we receive payment, your application will be queued for processing.**

Step 3 – Processing by your licensing institution

If you log back in to the online applications after FHSU has processed your application and submitted it to the Kansas State Department of Education for further processing, you will see a message on the screen that says "**The application has been submitted to KSDE.**" You will see this message until KSDE receives your application fee and completes the prescreening process.

Step 4 – Paying Your Application Fees

Payment may be submitted electronically (credit card, debit card, or electronic check) or by mailing a check or money order. The application fee is nonrefundable and does not guarantee a license will be issued. **You will be charged an additional processing fee of \$3.00 by the payment system if you choose to pay electronically.** You will receive confirmation when KSDE receives your electronic payment.

To pay by check or money order, complete the [Licensure Application Payment Form](#) and mail it with your payment. The **form must accompany the payment** to ensure that the payment is credited to your application record.

Step 5 – Processing of your payment fee and application by Teacher Licensure (TL) at the Kansas State Department of Education

Once KSDE receives the application fee, you will receive an e-mail indicating your status depending on whether or not a fingerprint check is required:

Licensure Application Fee Received

Your application fee has been received and your licensure application is being processed by KSDE.

Licensure Application Fee Received and Fingerprints Needed

KSDE has received your application fee for your pending licensure application; **however**, a fingerprint background check clearance will be needed before a license can be issued. If you have already initiated the fingerprint process, no further action is required.

Licensure processing time is approximately 2-4 weeks from the date of this notification. Once complete, you can view and print your license from the License Lookup menu: <https://appspublic.ksde.org/TLL/SearchLicense.aspx>

Licenses are not mailed to applicants.

GETTING FINGERPRINTED

IN ELLIS COUNTY, KS:

Where: Ellis County Sheriff's Office: 105 W. 12th Street (across the street from the Library) – building says “Court Services”. 785-625-1040

When: Tuesday-Friday between 10:00-1:00 pm Bring ID. \$10 charge

Where: FHSU Campus Police: Custer Hall 112

When: Tuesday-Wednesday between 9:00-2:30 pm and 3:30-4:30 pm – It is preferred that students call at least a day ahead of time to make an appointment: 628-5304. Free

When students arrive:

A valid state issued ID card (passport, state ID card, Driver's License, etc... Does not need to be issued by Kansas, just a valid license from a state.)

- they need to have their paperwork completed and their check ready
- a stamped envelope large enough to hold their paperwork and the fingerprint card (8”x 8” – typically a business style manila envelope) ready to be sealed and mailed. UPD will not provide the envelopes or postage. Need to find out the cost of postage beforehand.
- UPD will ask to make sure the above steps are completed before doing the fingerprinting. Once a fingerprint card is completed, if it is determined a student needs to get postage, an envelope, a check or complete their paperwork, the card will remain with the UPD until the student returns to assure its authenticity.

Where: Ellis Police Department: 815 Jefferson Street, Ellis, KS. 785-726-4462

When: No set hours, Free

Fingerprints taken in Kansas with no Live Scan

Fingerprints taken outside of Kansas (for a Kansas license)

Due to a supply shortage, requests for fingerprint packets from KSDE are currently suspended. *
This does **NOT** change the fingerprint requirements for licensure.

Before your appointment:

- Call your [local law enforcement agency](#) or fingerprint entity to schedule an appointment.
- Confirm that the agency uses the Kansas Preformatted Card (FBI, FD 258).

One can be downloaded

<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Licensure/Fingerprint-Information#Outofks>

Bring the following items with you:

- Blank fingerprint card.
- At least one form of picture ID.
- [Background Waiver Form](#).
- Check or cash: agencies may charge a fee to take your prints, this is separate from the \$50 charged by KBI to conduct background checks.
- \$50 check or money order, made payable to KSDE. This fee needs to be sent to KSDE in the same envelope with your completed fingerprint card. ***DO NOT COMBINE THE BACKGROUND FEE AND THE LICENSE APPLICATION FEE***
- Pre-addressed, stamped envelope large enough to accommodate the fingerprint card

During your appointment:

- Complete the personal information, on the fingerprint card, as directed by the officer taking your prints
- Your prints may be taken digitally, then printed on the FD 258 card, or inked directly onto the card
- Have the officer place the following into the stamped, pre-addressed envelope, seal it, and mail it directly to KSDE
 - Completed card
 - \$50 background fee
 - Completed Background Waiver Form
 - Mail the card and the fee to:

KSDE

Attention: Teacher Licensure
900 SW Jackson, Suite 102
Topeka, KS 66612-1212

Live Scan Fingerprints - KSDE CODE 902KS1600

To find Live Scan locations in Kansas: [https://www.kansas.gov/kbi/info/docs/pdf/LEA Fingerprint Info by County and Agency 20210401.pdf](https://www.kansas.gov/kbi/info/docs/pdf/LEA_Fingerprint_Info_by_County_and_Agency_20210401.pdf)

* KSDE only accepts Live Scan prints completed in Kansas.

* **DO NOT** pay in the Kansas Licensure Application System (KLAS) until you have your fingerprints taken with Live Scan

* **ONLY** pay online if you are using Live Scan for your fingerprints

Before your appointment:

- Call your local law enforcement agency or fingerprint entity to schedule an appointment
- Confirm the agency has Live Scan
 - If Live Scan is not an option you will need to use the formatted FD 258 card.

One can be downloaded

<https://www.ksde.org/Agency/Division-of-Learning-Services/Teacher-Licensure-TL/Licensure/Fingerprint-Information#Outofks>

Bring the following items with you to your appointment:

- At least one form of picture ID
- Check or cash: agencies may charge a fee to take your prints, this is separate from the \$50 charged by KBI to conduct background checks
- Background [Waiver Form](#)
 - Signed by the officer taking your fingerprints and uploaded into KLAS

During your appointment:

- Complete the personal information, as directed by the officer taking your prints
- Provide the officer taking your prints with the KSDE Code - 902KS1600

After your appointment:

- Log into Kansas Licensure Application System (KLAS)
 - If a new user, you will need to register for an account
 - if you already have a KLAS account, log in using that information
- Click the Fingerprint Payment Portal
 1. Fill out applicant form
 2. Upload signed waiver
 3. Return to welcome screen
 4. Print to review data that will be submitted to KSDE
 5. Pay (button will appear when 1 and 2 are complete)
 6. Print Report
 7. Log off

RENEWING YOUR LICENSE

2 YEAR INITIAL TEACHING LICENSE



5 YEAR PROFESSIONAL TEACHING LICENSE

RENEWING INITIAL LICENSE OR UPGRADING TO A PROFESSIONAL LICENSE

You need to complete a two year teaching performance program (mentoring) with your district during the two years of the initial license.

Once this is done, submit Upgrade to Professional License to KSDE (Form 21) available on KSDE website.

If didn't teach two years during your first initial teaching license, can renew this license by completing Renewal of Initial Teaching License (Form 20) and submitting to KSDE.

If you do not renew your initial license within 5 years of the date it was first issued, you may obtain an additional license by retaking the licensure assessments or verifying 8 hours of recent credit or one year of recent experience.

If you do not complete the mentoring program during the four years of experience while holding the initial license, you won't be issued additional initial licenses until you:

take a minimum of 12 credit hours addressing deficiencies related to the teaching performance criteria and (b) complete an unpaid 12 week internship supervised by the university.

RECOMMENDED TO NOT RENEW THE INITIAL LICENSE IF YOU DON'T FORESEE YOURSELF TEACHING WITHIN THE NEXT UPCOMING TWO YEARS.



RENEWING PROFESSIONAL LICENSE

160 professional development points (8 cr hrs), half (80) of which are semester credit hours if you hold a bachelor's degree. If master's degree, need 120 PDP (6 cr hrs).

A professional development council (PDC) must approve all professional develop. points - including college credit.

Renewal activities must be completed during the term of the license.

Renewal must be submitted no more than six months prior to expiration.

Points for renewal must be earned in content standards for your endorsement field(s) as well as in one of the following areas:

Professional education standards (pedagogy) or
Service to the profession

You may apply college credit without the approval of a PDC only if the credit is part of an approved licensure program for an additional endorsement area.

You may renew a professional license by completing the entire National Board Certification assessment process.

HOW DO I EARN PROFESSIONAL DEVELOPMENT POINTS?

Develop an individual professional development plan through district Professional Development Council (PDC) - check with school board office or school HR Dept.

Complete activities related to your endorsement content fields.

Complete additional activities in professional education (pedagogy) OR service to the profession.

The PDC will provide a transcript of approved professional development points to submit with your renewal application.

Renewals are directly with KSDE, not through FHSU.

Your specific renewal requirements are always printed on your license

NOTE: Teaching experience while on a waiver for special education or on a temporary non-renewable license does not count toward the required two years of mentoring.

